

Time Management Strategies – Video Script

Study Skills at the Student Academic Success Center at UC Davis. Manage your time. Study smarter. Achieve your goals.

This video is on time management strategies. My name is Dr. Annalisa Teixeira, Study Skills Coordinator at UC Davis.

In this video we will define time management, discuss quick tips and use of calendar tools, and highlight additional resources.

Why is time management important? We are less stressed and more satisfied when we manage our time and tasks, and we achieve more, which can improve academic performance.

Time management is a cycle of what, how, and when. What do I have to do? How am I going to do it? And when am I going to do it?

To identify the “what” use a to-do list and prioritize. With your to-do list begin with quick tasks that take 5 minutes or less to build momentum. Next tackle urgent, then important tasks. Finally, finish with tasks that you enjoy, using them as a reward to keep you motivated. Break down projects and complex assignments into manageable pieces.

For the when, study when you’re most alert. Avoid cramming by distributing your learning across multiple days. You remember information better this way. Take breaks and power naps to let your self rest and consolidate the information.

Did you know UC Davis has a Nap Map of all places to snooze on campus?

Are you currently using calendar tools, either the quarter calendar or the weekly calendar?

The quarter calendar is your quarter at a glance. Capture when major projects, papers, and quizzes and exams happen across the ten-week quarter. Use a different colored pen for each course to stay organized

The weekly calendar allows you to schedule your day hour-by-hour. Begin by filling it up with fixed commitments-- classes and work-- and then see what time is left over. Next, strategically schedule your variable



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commitments-- study sessions, gym, meals, etc. For every 1 hour of lecture, you should block out a 2-3 hour study session.

In summary, we have looked at the what, when, and how of time management, tips and calendar tools. What are your next actions? What can you implement right away?

Want to follow up on this short video? We offer 50-minute workshops on this topic and others in 114 South hall, as well as advising appointments that you can sign up for online.

Thanks for watching! Visit us at studyskills.ucdavis.edu for more info.



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