

# Strategies for Effective Time Management in College



**01**



## Create a Schedule

Use a planner or a digital tool to create a weekly schedule and include all your classes, assignments, and extracurricular activities.

**02**



## Prioritize Tasks

Prioritize your tasks based on their importance and deadline. Start with the most critical task, and then move on to the next one.

**03**



## Break Down Tasks

Break down large tasks into small, manageable tasks. This helps you tackle tasks more efficiently and avoid feeling overwhelmed.

**04**



## Avoid Distractions

Minimize distractions by turning off your phone notifications and social media alerts while studying. Find a quiet place to study.

**05**



## Take Breaks

Take short breaks between study sessions to recharge and avoid burnout. Use this time to stretch, take a walk, or meditate.