

**Top 10 Time Management Skills**  
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At any stage of your life, your time is incredibly valuable. And when you are a student trying to juggle homework, extracurricular activities, and time with friends, you really have to work hard to manage your time well. Here are ten great tips to help you with your time management skills.

1. **Use a planner or calendar (electronic or paper) to map out your week.** That way, you'll know when long-term assignments are due and when you may have some pockets of free time.
2. **Make checklists every night.** In addition to your long-term planner, you should keep a checklist of homework and other tasks you need to complete each night. The act of crossing things off your list is a satisfying reward that can make you feel good about the homework you are completing.
3. **Be efficient when you study.** That means keeping a distraction-free study space by turning off the TV and unplugging from any social networking sites.
4. **Do the hardest subjects of your homework first.** This way, you'll be freshest when you take on the biggest challenges rather than spending even more time paining over them when you are already tired from other homework subjects.
5. **Take short study breaks to recharge.** Even though this may seem counterintuitive (since breaks use up time), a quick breather in between subjects can actually help you clear your head and tackle the next portion of your homework more efficiently.
6. **If you are really in a rut and cannot focus on your homework, do some sort of athletic activity that makes you sweat.** Going for a quick run or bike ride – or even doing sit-ups on the floor of your room – can get your juices flowing and help you re-focus.
7. **Get enough sleep every night.** A primary reason that high school- and college-aged students are inefficient when working is because they are suffering from sleep deprivation. Make sure to carve out enough time (at least seven hours) to sleep each night, or you run the risk of depleting your energy throughout the rest of the week.
8. **Take advantage of free periods or cancelled classes throughout your school day.** If you happen to have an hour of “down-time” during the school day, be certain to spend it wisely by getting ahead on homework, meeting with a teacher, or studying with a friend.
9. **Do not procrastinate.** This tip may seem obvious, but you'll be amazed at how much time you spend procrastinating! Committing to starting your work is oftentimes the biggest battle on your road to completing it.
10. **Know when to say no.** If your plate is already very full, don't feel pressured to join a new club or attend an extra social outing. You need to know when to draw the line if you hope to manage your time well.