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Top 10 Time Management Strategies for Students

1. Set a reasonable break schedule.
Find out how long a student can work before needing a break. Remember, this will vary depending on each individual person!
2. Set daily routines and stick to them as close as possible.
An unplanned day to may cause students to feel overwhelmed and struggle to initiate even the simplest of tasks.
3. Seat away from distractions such as windows, doors, or other students he or she may be distracted by. Seating near the teacher can also be beneficial.
4. Have students set their own timers or alarms for tasks to help them stay accountable for their own actions.
5. Organize a designated workspace
and have specific folders and bins to hold items. Clutter can often bog down a student's ability to complete tasks in a timely manner.
6. Alternate between harder and easier tasks. If a student finds math challenging, working on it for hours will become daunting and lead to frustration as well as difficulty completing the task in a timely manner.

7. Have the student choose a planner that best works for him or her. Assist the student in writing down due dates and tasks and encourage him or her to refer to it several times a day.
8. Part of proper goal-setting is being able to break large goals down into daily tasks. Not only does this keep students focused, but it can even help stop procrastination. It's easy to procrastinate when a project feels like such a huge task. However, taking that first step is usually all you need to build momentum.
9. Neuroscience research has shown that the brain performs one function at a time and while it may seem like you're doing two things at once, there's still a start/stop process happening. Try to complete one task at a time before switching to something else. Have students time themselves and compare how much more time they actually finish when comparing to the multitasking approach.
10. If a task takes less than three minutes to complete, do it right away. Many tasks fall into this category and once you get a chance to perform the task, do it immediately. This will ensure that small tasks don't pile up and become overwhelming.

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