

**GCTS Student Success Department**

*Time Management*

Seminary courses can be overwhelming! After looking at your syllabi, it is normal to feel overwhelmed and wonder how you will find the time to complete the assignments on top of your other responsibilities. Attempting to keep everything in order can be stressful and overwhelming. To maximize productivity and minimize stress, it is important to establish effective systems and tools to help you manage your time and responsibilities.

**Time Management Tools**

1. Notebook or Handheld Calendar: it is helpful to have a weekly or monthly calendar or notebook to have with you when you attend each class session. Jot down important dates that you need to remember.
2. Outlook Calendar: we recommend using Outlook Calendar or something similar to keep track of important due dates, class meetings, etc.
3. To-Do Lists/Task Sheets: Asana, Sunsama, Todoist, and Outlooks To-Do are all great options to organize and prioritize assignments and tasks. Each of these platforms allows you to create color-coded tags and folders. This is helpful for distinguishing various areas of responsibilities.

**Time Management System**

* Either throughout your day or at the beginning of the week, drop every possible task/assignment you can think of into your to-do list, such as: email professor about paper topic, schedule doctor’s appointment, read chapters 2 & 3 of textbook, or design power point for class presentation.
* Add every event you can think of to your calendar, whether it is scheduled for the current week or months in advance such as: class lectures, small group, appointments, and meetings.
  + *Note: if something happens at a certain time/place (events, meetings, appointments), it goes on the calendar; everything else goes on the to-do list.*
* At the beginning of each day, take 5-10 minutes to do a quick review:
  + Scan your calendar to remind yourself of your schedule for the day.
  + Sort through your to-do list to determine your priorities for the day.
    - Sort what you added yesterday; reschedule things you missed yesterday; delete what is no longer necessary; defer what can wait; delegate what someone else can complete.
* Based on your priorities, create a flexible schedule for the day. When will you complete each of your priority tasks? Follow this schedule as best as you can but be ready to improvise as life happens around you.
* At the end of each week, take 15-20 minutes to prep for the week/month ahead:
  + Check your calendar for the upcoming week/month to remind yourself of what is coming up.
  + Organize tasks on your to-do list onto appropriate days in the upcoming week(s).
  + *Note: it is helpful to break large tasks (such as writing a paper) into smaller steps on your to-do list.*