

Time Management: In the Time of COVID

Remember, **Time Management IS Stress Management!**



Make a To-do list every day, prioritizing the most important tasks at the top.

Create a **daily schedule**—include time to exercise, study, sleep, eat—even if you do not have any synchronous classes to attend virtually. Creating structure to your day can help you stay on track and be productive.

Pay attention to when and where you need to be as classes, meetings, and other obligations may be a mixture of virtual and in person AND these may change from week to week! Write it down!

Schedule breaks from screens (i.e., computers/laptops, cellphones, TVs, etc.)

If you have back-to-back virtual classes try to take a couple of minutes to stand-up, stretch, grab a snack, and use the restroom.

Use a planner--Consider a physical planner (to help decrease screen time).

Discover your **most productive time**—are you an early bird or a night owl? What time do you typically feel most productive, most engaged and alert?

Create **dedicated time to study**...while also being prepared to use those unexpected free moments to get things done.

Learn how to say **NO**—prioritize what is most important to you this semester and set boundaries, recognizing when other potential commitments may interfere with your goals.

Make **connecting with close friend/family** one of your priorities!

If you're living alone, reach out to a friend or family member and set up a time to socialize (e.g., video chat, phone call, safely-distant).

If you're living with others, set a time aside to hangout or catch up.

Find study partners in your classes—you can hold each other accountable and celebrate any successes.

Fight against **procrastination**—the urge to avoid difficult tasks is stronger now that we're surrounded by distractions at home. Try these strategies to push through the urge to avoid:

Do the worst task first OR Use momentum—start with the task you enjoy the most first and let that energize you for the rest on your list.

Take the “just five minutes” approach or set time limits for each task (“I’m going to work on my paper for 30 minutes”).

Beware of the **internet's rabbit holes!** Try to limit distractions while you're online for classes and/or studying—use browser extensions to block distracting sites, resist the urge to click on attention grabbing headlines or social media platforms. When you can, disconnect from wi-fi and turn your phone off.

Create a **space** where you can **focus**, especially if you are at home taking virtual classes.

When possible, avoid “attending” class and studying in the same location (e.g., your room, the living room, or breakfast table). Breaking up work and rest locations can help increase motivation and create a physical shift in “work mode” vs “rest mode” even if you never leave your house!

If you're living with others, encourage each other to set a shared “work mode” and “rest mode”. Work together to increase motivation, and rest together to increase socialization.