

Balancing your College Schedule

The life of a college student could become hectic in a hurry. Balancing classes, studying, working a part-time job, and juggling extracurricular activities makes for a stressful situation for anyone. Not to mention dealing with a social life and having some spare time for your friends and family.

Putting in place proper time management skills will allow you to live a balanced college life and will minimize the stress that comes along with it. Below are some great tips that will help you achieve just that.

- Stay Organized

This will allow you to have more time to perform tasks every day and will also get you performing tasks much quicker and efficiently. Staying organized means keeping a calendar with all that needs to be done during the week, class times, appointments, social events, and anything else that you do on campus. In other words, it would be a very wise decision to write down your whole life in a weekly planner and budget your time efficiently. This will make you more productive in the end.

- Have your priorities clear

Once you know what you are doing with your time, make sure to tackle on the most pressing issues first. Stay focused on the task on hand and knock it out of the way. A good way to prioritize tasks is to number them in order of importance when you write them down. Start at the top and work your way to the bottom, this doesn't mean skimp out on the low priority tasks though!

- Avoid Procrastinating!

This is a real killer to a lot of college students. Don't leave your tasks for the last minute. Often times this will result in poor completion of the tasks or worse yet, no completion at all. Don't put things off and get them done in a timely fashion. One thing you might want to try is figuring out what time in the day you are most productive. Everyone has a time that they feel more energetic and willing to work. Figure out that time for yourself and perform the redundant and not so exciting tasks during that period of time.

- Set Goals

This is the most important tip of all. Know exactly what you want to accomplish every week and follow your plan to do so. Do not let anything stop you from achieving your goal unless it is something drastic and out of your control. Try to meet all of your goals every week and reward yourself for doing so during the weekends. If you have a hard time doing this, try setting up small goals for yourself and building up as your confidence rises.