

# Beat the Clock!

Once the semester gets under way, you may be feeling a bit overwhelmed by all that you have to get done. Where is there enough time?!? Just as you would with a long run, hiking adventure, or summer missions trip, take some time to map out your plans for the semester by using the tips below. Then, when you know where, when, and how you are going, jump right in.

Create a daily schedule and routine

Organize the events and activities of your day, step-by-step, in a simple chart

- Include classes, meetings, work, studying, meals, devotions, exercise, socializing, sleep, free time
- Be realistic about the amount of time you schedule for each

Display the chart where you will see it

Try to keep your schedule simple and make it a routine you can follow every day

Transitions can be challenging, so you may want to establish simple routines for ending one activity and moving to another

Set an alarm if you decide to take a nap; give yourself a time limit for email/social internet time, when it's over, move on

Set up a quiet area free from distractions to do homework

Build in short study breaks and reward yourself when major tasks are completed

Use a daily planner to establish homework and after-class schedule. As soon as you receive class syllabi, transfer important info in to your planner.

Create a weekly/monthly project schedule to break large projects up in to smaller chunks, and to stay on task.

Review due dates daily. Focus on what needs to get done TODAY.

Watch for wasted time and eliminate it

- Leave email or internet off until a major portion of homework is complete.
- Try to study between classes and dinner so that you have your evenings free for social time

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