



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

## Bulletin 6: Summer 2016

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*Greetings from the Office of the Registrar & Student Services at St. Michael's College.*

This is the sixth of eight bulletins. The focus of this bulletin is a skill that is required to excel at university: *time management*. While we'll briefly discuss it here, you will continue to hear about the importance of time management as you work toward completing your degree. You are unlikely to find a successful student who has poor time management skills: good time management is required for success.

## 1. Time Management

With only 24 hours in a day, we all have to make decisions about how to allocate our time. This can be tough: it's not always easy to use our time well. Time management is especially challenging in first year when students are confronted with an array of different academic, co-curricular, and social options. Between lectures, clubs, athletics, and social gatherings, it can be difficult to know how to spend one's time. This may lead you to ask: how do I successfully manage my time as a first-year student? In what follows, we will briefly outline three tips that you should keep in mind as you proceed through first year.

## **a) Make schedules**

Perhaps this sounds plainly obvious, but having—and sticking to—a schedule is very important. In particular, it is helpful to have both a *daily/weekly schedule* and a *term-long schedule*.

Your daily/weekly can include what exactly it is that you have planned on any given day. Do you have class? If so, when? Are you meeting up with your friend in the evening? Are you going to your TA's office hours? How much reading do you need to get done? A daily/weekly schedule can include all of this information.

Here is a [weekly schedule worksheet](#) provided by the Faculty of Arts & Science. Fill it in with what you're doing each day: lectures, labs, tutorials, office hours, studying at the library, hanging with a friend, going out to dinner, etc.

It's also crucial to create a term-long schedule. Once classes are underway in September, compose a schedule that includes your most important dates for the term. When do you have assignments, tests, and examinations? When should you start preparing for them? Roughly how much preparation will each of them require? A term-long schedule that includes this information will help you anticipate busy periods and, hopefully, allow you to safeguard against undue stress during these times. If week five of the Fall Session is especially busy, for instance, it's helpful for you to know this in advance.

## **b) Stay on top of your work**

In many courses, your final mark will be determined by a handful of major assignments. Consider a year-long course—that is, a Y course—that runs from September to April. You might have two term papers, a mid-term examination, a final examination, and a participation grade. Given the small

number of course tasks, there might be many weeks where it *seems* like you don't have much to do for that course. You might be tempted to skip your lectures, push your readings back, and tell yourself that you still have plenty of time to get your work done. Try to resist these temptations.

Managing your time well in university involves staying on top of your work—both on a day-to-day and week-to-week basis. It's important to allocate time to reviewing your notes, reading course material, and writing or doing practice questions *consistently throughout the term*.

You'll thank yourself during the examination period if you've stayed on top of your work.

### **c) Give yourself a break**

Although succeeding in university requires diligence (as we've emphasized above), it's also important to recognize when you need a break. There comes a point in the day when additional reading, writing, or studying won't be beneficial. If you're feeling mentally exhausted or just can't concentrate anymore, you should take a break.

You should set aside time for doing things that you get a kick out of: exercising, watching a show you like, or hanging out with friends. By integrating other things that you enjoy into your university schedule, you'll be able to return to your work with a fresh pair of eyes.

Moreover, make sure that you maintain healthy sleep habits. You'll be unable to excel in your academic work if you're not properly rested. While sleeping the day away wouldn't be a good use of your time, few people can succeed without a good night's sleep.

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Of course, following these three general tips isn't sufficient for doing well. But they are worth keeping in mind during first year—and the rest of your

undergraduate degree. Time management is an important skill, so mastering it early on in your university career will pay dividends at school and in life.

In Bulletin 7, we are going to provide a brief overview of some resources at U of T that can help you succeed academically.

Regards,

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Academic Advisors

St. Michael's College