**TIME MANAGEMENT RESOURCES FOR FIRST-YEAR STUDENTS**

First-year college students report struggling with time management as they transition from structured high school settings with predetermined schedules to college settings where they may largely determine their own schedules. Exploratory students at Millersville University rank time management as the #1 transition topic about which they would like to learn more about (Office of General Education, Fall 2016 UNIV103 Students Survey). The links below include time management exercises and tips for better handling of time.

**EXERCISES AND TIPS FROM THE MU UNIV 103 HANDBOOK**

* [**How Well Do You Plan?**](https://www.millersville.edu/academics/gened/files/PDFs%20Faculty%20Handbook/03_How%20well%20do%20you%20plan.pdf)

This quiz invites students to consider their planning styles and strategies along with advice for considering ways to better meet time management needs.  [https://www.millersville.edu/academics/gened/files/PDFs%](https://www.millersville.edu/academics/gened/files/PDFs%20Faculty%20Handbook/03_How%20well%20do%20you%20plan.pdf)

* [**Time Log Exercise**](https://www.millersville.edu/academics/gened/files/PDFs%20Faculty%20Handbook/05_Time%20Log%20Exercise.pdf)

This exercise gives students the chance to reflect honestly on the way they spent their time, their big picture goals for the semester, and how they might make positive changes to reach those goals.

<https://www.millersville.edu/academics/gened/files/PDFs%20Faculty%20Handbook/05_Time%20Log%20Exercise.pdf>

* [**Time Management Cheat Sheet**](https://www.millersville.edu/academics/gened/files/PDFs%20Faculty%20Handbook/07_TimeManagementCheatSheet.pdf)

This “cheat sheet” shares five habits for better time management. This is ideal for printing out and hanging in daily sight.

<https://www.millersville.edu/academics/gened/files/PDFs%20Faculty%20Handbook/07_TimeManagementCheatSheet.pdf>

* [**20 Time Management Tips for the First-Year College Student**](https://www.millersville.edu/academics/gened/files/PDFs%20Faculty%20Handbook/06_20%20Time%20Management%20Tips_Montgomery.pdf)**s**

With more detailed advice for first-year college students, this document shares twenty insights on better time management, filled with practical tips and fresh ways of thinking about smart use of time.

<https://www.millersville.edu/academics/gened/files/PDFs%20Faculty%20Handbook/06_20%20Time%20Management%20Tips_Montgomery.pdf>

**ADDITIONAL RESOURCES**

* [**Time Management for College Students**](https://mendocinomesa.files.wordpress.com/2016/07/time-management-for-college-students.pdf)

This comprehensive document touches on various themes related to time management for students, such as dealing with procrastination, getting organized, and more effective scheduling and prioritizing, complete with a “procrastination self-test.” <https://mendocinomesa.files.wordpress.com/2016/07/time-management-for-college-students.pdf>

* [**11 Steps to Help College Students with ADHD Create a Time Management System**](https://www.understood.org/en/school-learning/choosing-starting-school/leaving-high-school/11-steps-to-help-college-students-with-adhd-create-a-time-management-system)

Geared toward students with ADHD but helpful to anyone, this guide gives practical tips to modern college students to improve their attention and focus by creating a workable time management system.

<https://www.understood.org/en/school-learning/choosing-starting-school/leaving-high-school/11-steps-to-help-college-students-with-adhd-create-a-time-management-system>

* [**Top 12 Time-Management Tips for College Students**](https://www.usnews.com/education/blogs/professors-guide/2009/10/14/top-12-time-management-tips)

This U.S. News World Report guide puts together twelve essential tips for college students on ways to best manage their academic schedules.

https://www.usnews.com/education/blogs/professors-guide/2009/10/14/top-12-time-management-tips