Whether you are an efficient worker or practicing procrastinator, good time management is a key element to a successful college career. Even if you were efficient in high school, college can be overwhelming – there seems to be so much extra time! Since most classes don’t meet on a daily basis, it’s easy to think your economics reading assignment can wait until later while you play a game of ultimate Frisbee instead. But beware: if this keeps up, by the time your midterm rolls along, you’ll have hundreds of pages of reading to catch up on.

#1 WHAT’S MOST IMPORTANT
What’s your first priority?
What can be dropped?
Write an ordered list of what you need to get done. Prioritize the items on your list.

CONTROL DISTRACTIONS
Get rid of unnecessary jobs. Handle visitors well. For example, if you’re studying in your dorm room and don’t want to be bothered, lock your door. Avoid phone distraction by turning off your ringer and letting the answering machine catch your calls.

EAT A GOOD BREAKFAST
Not only is this good in resisting the pressure of the "freshman ten" (you burn your breakfast calories during the day), but a good breakfast gives your body carbohydrates and sugars to keep you energized.

DELEGATE GROUP WORK
Often, people will hesitate to delegate jobs when working in groups, but take charge if there is not a designated leader.

UTILIZE CLASS TIME
Go to class and be on time. Be well-prepared and ready for discussion. If your class is 400 people in a lecture hall, read the material to be covered (check your syllabus or ask your professor for one).

LEARN TO SAY “NO”
Say “no” to people asking you to play pool when you should study or when someone wants help with something at an inconvenient time for you. Suggest a different time to help when it’s more convenient for you.

TAKE HEALTHY BREAKS
Sure, studying for a long time is good, but take breaks. Take power naps when your brain starts frying. If the weather’s nice, a good game of ultimate Frisbee also refreshes the tired mind.

* Adapted from: http://mycravings.ca/ Student Lingo Workshops GA Tech