

STEP 1: ROCKS

Rocks will be your largest, least movable "blocks" of time. Anything that's fixed on your calendar, meaning it already has a date and time. Generally, these are mandatory and often routine. For example:

- Class times, Discussion periods, Lab periods, Exam dates,
- Team practices, Games
- Club meetings, Job shifts

STEP 2: PEBBLES

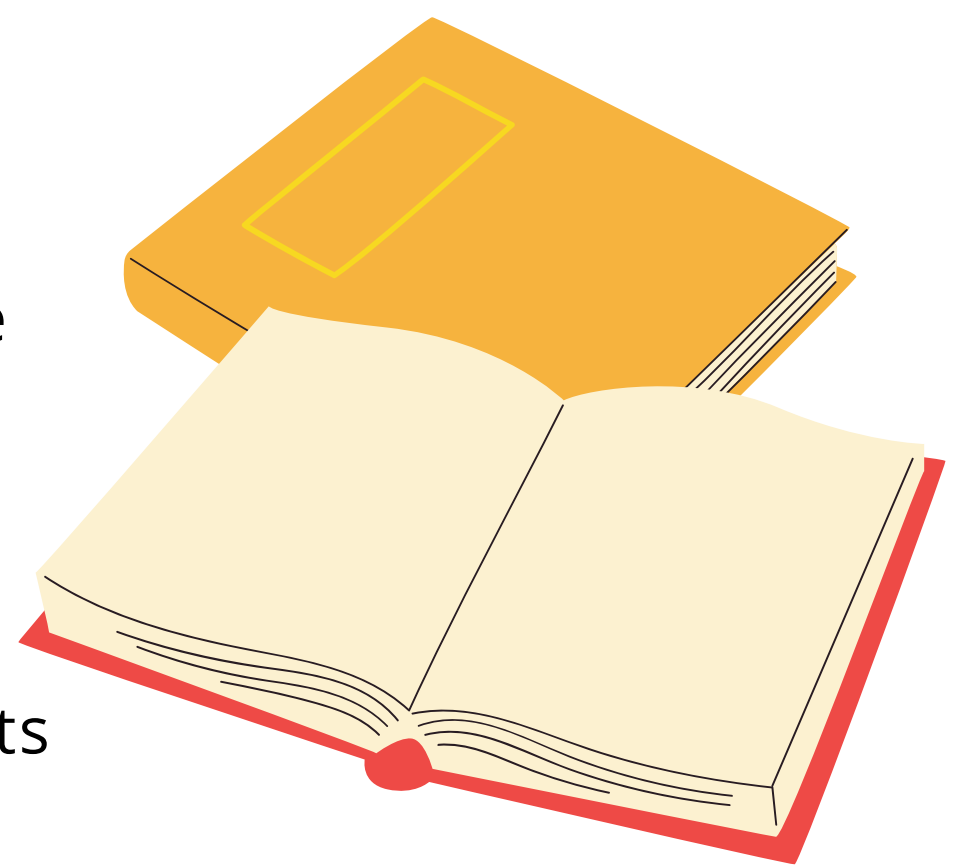
Next, it's time to think about the more abstract to-do's in your life. Though the amount of time you spend on each is undefined, it's better to include it in your plans so as to help you visualize just how busy you will really be in college.

HOMework & STUDYING

Generally, 1 hour of lecture = 1 hour of studying.

Obviously, things like group projects and research projects take longer, just remember it's always best to divide and conquer. Divide longer assignments into easier to manage chunks across days to make sure you can focus better and have a plan that is both easier and more realistic!

Finally, remember that different students take different amounts of time for different types of assignments. To get an even more accurate schedule, start to time yourself week 2 of college for how long it takes you to complete different assignments.



SOCIAL TIME

Social time is a normal part of every student's college experience, so why do we pretend it doesn't exist when we're planning out our productivity? Meeting new people and developing new relationships are especially time-consuming and energy-draining, so make sure you plan accordingly.

For some students, socializing means eating meals with their friends or going to a campus event on the weekend. For others, that could be talking on the phone with their loved ones or playing online video games. This time is harder to schedule, but try your best to estimate. Remember, be honest with yourself. The goal is to find a balance.



SELF-CARE

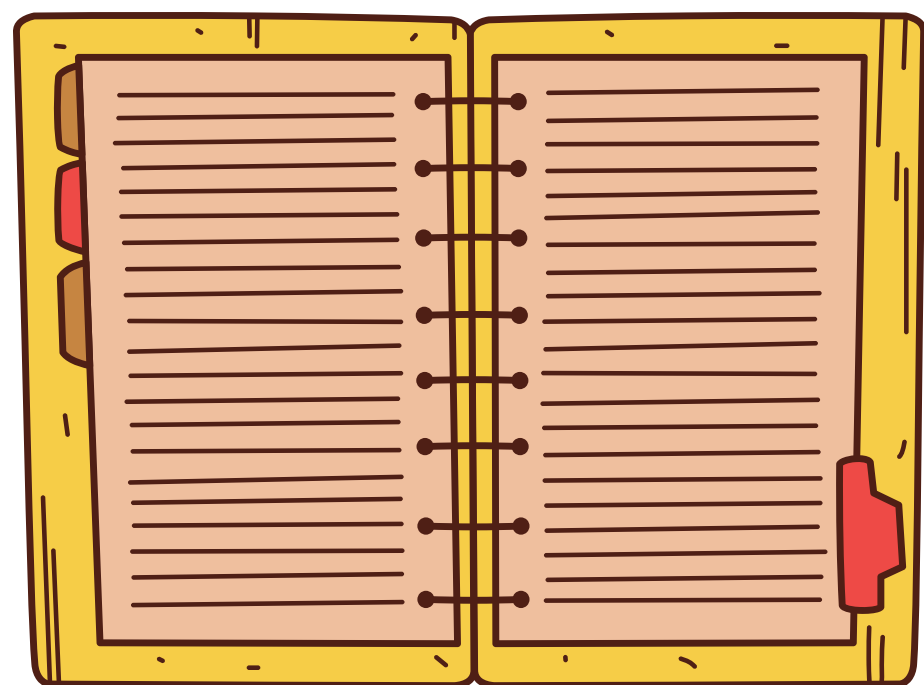
Make sure you give yourself time to rest and take care of yourself! Plan your meal plans according to the dining hall hours so don't end up locked out! Do you know you need naps to recharge? Give yourself those 90 minutes! Do you know you get distracted or moody if you miss a workout? Plan it into your schedule.

Time management is easiest when you can practice self-awareness and you're honest with yourself about what your body and mind need in order to function at its best.



STEP 3: FIND YOUR JAR

Finally, you're ready to arrange your blocks and to-do's onto a planner! Visual planners provide an external source onto which you can organize the busyness that's crowding your head. Think of creating this planner as a literal representation of your taking control of your time.



PAPER

Some students prefer sticking to traditional planners like agendas, while others prefer a simpler approach like a sticky note taped to their door every morning. Some students even create their own handwritten planners based on the way they visualize their productivity, like bullet journals!

Handwriting your planner is especially helpful because it helps students internalize their goals as they write. Daily to-do lists are great for helping you feel more productive as you cross things off. The better you feel, the more motivated you will be to keep going!

PLASTIC

If you consider yourself more digital, try using your phone and computer to stay organized! The best part about this option is you can keep things top of mind by programming alarm reminders or even setting your calendar as your lock screen. Top apps: Google Calendar, Google Task, Momentum, Shovel

The risk is that you fall into a productivity trap by using your social media apps on your device. Luckily, there are apps that exist to keep you locked out of these sites and focused on your work! Top apps: Flora, Pocketpoints.



Whether it's paper or digital, you can use custom formatting and colors to help you visualize your plan better. It also helps you internalize the process and make you more likely to stick to it!

Remember: it's all about routine! The more consistent you are with your schedule, the less vulnerable you will be to last-minute changes. Though it's important to plan things out as best you can, make sure you remain flexible and open. After all, college is all about growth! Things come up all the time. You can't control everything, and that's okay. Don't stress out too much if you can't always keep up with your planner. The important thing is that you're able to identify the change and adjust your planner accordingly.