

HERE ARE SOME
HELPFUL TOOLS AND
APPS TO UTILIZE FOR
TIME MANAGEMENT

Tips For Motivation and Focus

- Plan Ahead
- Don't Multitask
- Adhere to a schedule
- Block out Distractions
- Reward Yourself
- Get a Good Night's Sleep

Things to Remember

- Have a weekly routine and daily habits which will save you time in the long run
- Assess your time and weigh your priorities is important in the planning process
- Make sure to schedule time for yourself! It's essential for self-care

Want to learn
more about time
management?

Sign up for a meeting with
a Peer Coach by
downloading the Penji App
or scan the QR code!



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TIME MANAGEMENT

Center for Academic Enrichment
(CAE)

LUTHER
COLLEGE®

My Study Life

- Study app that functions as a planner
- Get reminders of upcoming class assignments, upcoming quizzes, exams, and allows you to have a task list
- Shows what you have due and which assignments are overdue.

Pomodoro Technique

- Pick a task you need to get done.
- Work on the task for 25 minutes and set a timer.
- Focus on the task until the timer goes off
- Take a break!
- Repeat as needed.
- This is a great technique for motivation and focus.

Google Calendar

- Input classes, homework, tests, and assignments.
- Ideal because its the platform used across Luther
- Sync across other platforms
- Set up reminders
- Can create task lists

Assignment Tracker

- Input your classes, homework, tests and assignments.
- Input due dates and amount of time estimated for each assignment.
- Track status of assignments (Not Started, In Progress, Skipped, Done)
- Great to keep track of all of your assignments and progress.
- Customizable

Paper Planner

- Track all your classes, homework, tests, and assignment after you write them in
- It will fit all types of schedules
- Receive homework reminders by opening it
- Write your to do lists and prioritization list

Notion

- Online platform with note taking, planning/to-do lists, and a calendar
- Input all of your classes, homework, tests, and assignments
- Customizable display - whatever fits your aesthetic
- No app needed - just log in on your phone, laptop, tablet, etc.
- Habit tracking feature to keep track of life outside of school

Time Management Plan

This plan is helpful in providing you a snapshot of what your average week will look like and how much time you have available.

CAE TIME MANAGEMENT PLAN

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:0							
8:00	8:00-9:00	8:00-9:30	8:00-9:00	8:00-9:30	8:00-9:00		
9:00	9:15-10:15		9:15-10:15		9:15-10:15		
10:00		Convoc Meetings		Shadow Block			
11:00	Chapel 11:00-12:00	11:00-12:30	Chapel 11:00-12:00	11:00-12:30	Chapel 11:00-12:00		
12:00	12:15-1:15		12:15-1:15		12:15-1:15		
1:00		12:45-2:15		12:45-2:15			
2:00	1:30-2:30		1:30-2:30		1:30-2:30		
3:00	2:45-3:45	2:30-4:00	2:45-3:45	2:30-4:00	2:45-3:45		
4:00	4:00-5:00	4:15-5:45	4:00-5:00	4:15-5:45	4:00-5:00		
5:00							
6:00							
7:00							
8:00							
9:00							
10:00-midnight							

How To Fill In the Time Management Plan

1. Fill in the slots with all of your required activities (class, meals, work, practice, workouts, etc.)
2. With what is left over, schedule in times for homework, studying and breaks.
3. Don't forget to schedule your weekends too!