

**Time Management-** use this handout to help you design a strategy to stay on time for your assignment.

Name of the assignment: \_\_\_\_\_ Date due: \_\_\_\_\_

List the professor's requirements for the assignment (i.e. # of pages, font/size, outside sources, etc):

Describe your personal goal or goals for assignment (i.e. *I would like to have 3 pages finished by Tuesday*):

What time management best practices will you employ (i.e. use a to-do list, backward planning)?

Calendar (use this to create a study-plan for your assignments):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday