



TIPS FOR TIME MANAGEMENT SUCCESS

1. Use a calendar, either electronic or a print version.

Your life will fill up with assignments, work, and research you need to do. Put everything in your calendar right away, and make sure you are checking ahead regularly. You may think you have five hours for your Art History essay on Saturday, but maybe you have to work three hours, and will lose an hour in travel time. If all these elements – from travel time to work schedules to when you are physically sitting in class – are marked in your calendar, then you can quickly and easily see where you have time to get things done.

2. Learn to prioritize. What is due first? What thing is going to take you the longest to do? Sometimes it is in your best interest to do the projects that are due first, and other times it makes sense to start bigger assignments first. Pay attention to how long things take you to do, and always give yourself more time than you think you will need.

3. Break down larger projects into smaller, more manageable pieces. Let's say you have an essay due for Art History. What are all the components you need to complete? You will have to research sources and images, develop an outline, and ultimately write and format your essay. You also need time to proofread. By breaking the larger project into smaller tasks, you can work on your essay over a period of time instead of feeling stressed to do it all at once.

4. Have a dedicated workspace, and remove the distractions. You will need a dedicated space to do your homework, both your studio and liberal studies homework. If you have to spend a half an hour cleaning or moving things so you can work, you may find it demotivating to actually being productive, so keep that space as tidy and ready for work as you can. Remember that you have access to



department technicians to confirm when you can work in those spaces. Remove all digital distractions as well. If you know social media distracts you, consider finding digital support to help you manage this. There are a variety of browser extensions and apps you can add that will block certain websites for you. Turn your phone off or turn off notification features when you need to focus.

5. Figure out an organization system that will work for you, and actually use it. There is no right or wrong to how you choose to keep yourself organized. Some students use apps on their phone, or make use of online tools through Google. Digital assistants can send you notifications and allow you to set alarms if you find that helpful. Other students use physical calendars and organizers, post-it notes and colour code things that they physically print off. It does not matter what organization system that you use, only that you do use one and it works effectively for you.

6. Check in, and do so regularly. Are you where you need to be for your projects and assignments? Are there supplies you need to make arrangements to get for a studio class? Are you where you should be with your research for essays or other projects? Part of checking in also means paying attention to how long it actually takes you to complete things – don't plan one hour for your Colour Theory homework when you know it will take you at least three. Don't plan three hours to get your readings done for Art History when you know it will only take you one hour. Be realistic about your time, and give yourself more time than you need – you never know when you will hit a snag with research or a studio project that takes much longer than you anticipated.

7. If you are having IT issues resolve them fast. As much as ACAD tries to make everything as seamless and easy as possible for you, from time to time you may have issues with logging into the network, wifi, your webmail, Mosaic (formerly known as Moodle), or Webservice. If you are having difficulties logging into any of these systems it is YOUR responsibility to get that sorted out. Your instructors will use Mosaic and your ACAD email to communicate with you, and if you are unable to see these communications you will miss out on important information. If instructors are asking you to submit assignments or complete exams on Mosaic, it is imperative that you are able to access these. Many of these problems are solved easily; don't make excuses, get them sorted out and sorted out quickly.

8. Know when and where to go for help, and ask for it when you need it. ACAD has supports in all areas for students, both academically and personally. The counsellor is available throughout the year at no charge to you; email counselling@acad.ca to set up an appointment. Academic supports are available to students free of charge. The Writing Centre can assist you with your writing skills and provides assistance with essays and citations. Email writingcentre@acad.ca to arrange an appointment. Drop in Tutoring is available free to students all semester long in the back of the ACAD library – no appointment necessary; email tutoring@acad.ca for hours. If you are in need of academic accommodations, contact Learning Assistance Resources, email: learning.assistance@acad.ca.



9. Remember you are allowed to have fun too. Make friends, go to parties, attend openings and other social events. School is work, but it should be fun too! You did not come here only to make art and write essays. The experience of school includes developing your peer network, making friends, and learning to work collaboratively. Not everything needs to be stressful and serious. Make sure you are getting enough time to see your friends and do things that are not school related. Put these times in your calendar if you have to, but they are extremely important for your mental health and sense of well being. School is important, but remember you need to make yourself a priority too.