• What difficulties do you encounter when thinking about managing your commitments?
• How do you stay on track to keep up with classes, work, and life?

**Use calendars and planners**

Put all your class schedules, assignments, project due dates, and exam dates together on your calendar, whether it's a digital or paper one. It will show you all your short and long-term must-dos in one spot. Color code your calendar based on responsibilities. Develop a Schedule. A well-balanced college schedule will give you the most out of your college experience.

**Prioritize first**

Identify critical tasks. Arrange tasks in a logical order. Establish priorities systematically, differentiating between urgent, important, and unimportant tasks. Use a “to do” list, task plan, or similar planning devices to note action plans, deadlines, etc. Monitor & adjust priorities and/or eliminate tasks on an ongoing basis. Set daily goals.

**Do the most important thing first**

When two or more things require your attention, do the more crucial one first. If something happens and you can't complete everything, you'll suffer less if the most crucial work is done.

**Break up large projects into small pieces**

Whether it’s writing a paper for class, studying for a final exam, or reading a long assignment or full book, students often feel daunted at the beginning of a large project. It’s easier to get going if you break it up into stages that you schedule at separate times—and then begin with the first section that requires only an hour or two.

**Establish routines**

A set routine can also help you accomplish the things you need to do. Is your home quietest in the early morning? You may want to get in the habit of regularly using that time to study or read. The more often you do this, the less you'll have to think about when you'll accomplish the tasks you need to finish that day.

**Only do one thing at the time**

If you're trying to juggle multiple assignments and tasks, you'll likely end up being less productive. To combat the urge to multitask, ask yourself: what are your most common distractions? Email, social media, electronics, etc.; can you turn off the devices or applications? Turn off any devices that you can. And don't switch to another task until the one before it is complete. This may be a hard habit to break, but it's worth it.