How to get help with...
Time Management

If you have questions about a class or assignment, your first step should be to **talk to your instructor or teaching assistant.** Stop by their office hours, send them an email, make an appointment, or hang out after class to chat. If you still need help, students at UK have access to many free tutoring and student support services. These services provide help with a wide range of courses, assignments, and situations. Access a list of these resources at http://bit.ly/HelpUKY.

Time Management *Life Hacks*

Use Checklists

According to Atul Gawande's bestseller, *The Checklist Manifesto*, using checklists can make a huge difference in the accuracy & efficiency of your work. Use the checklist feature in iOS Notes App to create a to-do list, or change your bullet points into boxes in Microsoft Word or Google Docs to make your own checklist.

Prioritize Your Tasks

Stoplight Prioritizing is a method to help you prioritize tasks into 3 categories: red, yellow, and green. Red tasks= the hardest and most time consuming, green tasks= due right away or easy to complete tasks, and yellow=in between. Start with green, and slowly move tasks from yellow & red to your green list.

Set an Alarm

Don't assume you'll remember an upcoming deadline or event. Instead, set an alarm or reminder on your personal device (phone, iPad, tablet, etc.). Wake up at night worried about something you need to do tomorrow? Set an alarm to remind yourself to think about it in the morning, and go back to sleep.
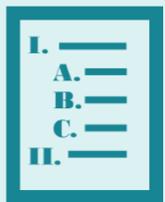
Make an Outline Before You Read

Before you start reading a chapter or selection, look through the entire selection, and use the section headers and other text features to write down the different sections in an outline format. This helps students see the overall structure of the text, and to begin priming their working memory to receive new information.
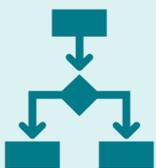
Divide Your Study Time

Give Yourself a Break is a strategy that helps students determine the amount of time they can sustain focus while studying, and divide their study time accordingly while building in small movement or mindfulness breaks between study time.