

Time Hacks

Managing Life, Work, and Study

TIME STARTS WITH AWARENESS

Time management starts with the understanding that we don't find time, we carve it. Everyone has the same 168 hours each week, and the real challenge is often how that time is already being used. Becoming aware of common time leaks, such as social media or overcommitting, is the first step toward change.

Key takeaway: Awareness matters more than perfection.

MANAGE ENERGY

Not all hours of the day are equal, and your energy naturally changes throughout the day. Managing when you study can be more effective than studying longer. By recognizing your natural energy patterns, you can plan work in a way that feels more sustainable.

Key takeaway: Work with your body and brain, not against them.

MATCH TASKS TO ENERGY

High-energy times are best for focused work like writing papers or studying for exams. Lower-energy times work well for tasks such as formatting assignments, checking email, or submitting work. Matching tasks to energy levels can reduce stress and improve efficiency.

Key takeaway: Save your best energy for your hardest work.

USE SMALL MOMENTS

Progress doesn't always require large blocks of time. Pocket studying allows you to use short moments, such as commutes, lunch breaks, or waiting times, to make progress. Large assignments can also be broken into smaller steps, making them easier to start and finish.

Key takeaway: Small moments add up.

PROTECT AND PLAN

Adding school often means something else must come off your schedule. Protecting your time may include saying 'no' to optional commitments and giving yourself permission to be "good enough" in some areas. A simple 20-minute weekly reset can help you plan ahead and stay proactive.

Key takeaway: Small planning prevents big stress.

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