

Study Hacks - How to Manage Your Time at the University of Toronto

YouTube Video Transcript:

- 1. Create routines:** Make a habit of doing the same activities the same time each week. This can help you use your time more effectively.
- 2. Use an agenda:** Use monthly, weekly and daily agendas to track your goals, priorities and tasks.
- 3. Write everything down:** Write down all academic commitments as well as non-academic activities such as working, socializing and eating.
- 4. Be specific and realistic:** Be clear about what you need to achieve and give yourself enough time. Tasks often take longer than estimated!
- 5. Use the UTSC Assignment Calculator:** Use the UTSC Assignment Calculator to help you break down major projects.
- 6. Be forgiving and flexible:** If you run out of time, don't beat yourself up! Adjust your goals and make a new plan. This experience will guide you next time.