

Time management tips for going back to school

Juggling classes, homework, perhaps a part-time job, and time with family and friends gets a little chaotic come fall.

Christina Page, a Kwantlen Polytechnic University (KPU) learning strategist, has a simple three-part time-management process to help students stay sane after saying goodbye to the lazy days of summer.



Christina Page uses the time management app Wunderlist to organize her day.

1. Look at the big picture and create a semester schedule. Fill in assignment deadlines, mid-term tests and final exams, and registration and withdrawal dates. KPU provides free blank print schedules in its Learning Centre as well as [PDF copies online](#).
2. Draft a detailed [weekly schedule](#) including life events, such as a part-time job or extra-curricular activities, travel times and meal times. Break down assignments into separate tasks each with a self-imposed mini deadline that will spread out your workload; this is known as chunking. Finally, get in the habit of making daily to-do lists.
3. Download a time management app onto your smartphone to keep track of everything. Page recommends [Wunderlist](#). [Remember the Milk](#) and [ToodleDo](#) are other examples of time-management apps. All three are free and available as computer applications. Apps not for you? Old-school print agendas are provided to every KPU student and most university and high school students at the start of the school year.

Visit [KPU's online learning centre](#) for more back to school strategies and resources.



About Kwantlen Polytechnic University

Kwantlen Polytechnic University has served the Metro Vancouver region since 1981, and has opened doors to success for more than 200,000 learners. Four campuses—Richmond, Surrey, Cloverdale and Langley—offer a comprehensive range of sought-after programs in business, liberal arts, design, health, science and horticulture, trades and technology, and academic and career advancement. Over 19,000 students annually have a choice from over 120 programs, including bachelor's degrees, associate degrees, diplomas, certificates, citations and apprenticeships. Learn more at kpu.ca.

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