Time Management for Graduate Students
September 30, 2015

Strategies: general + concepts of time

1. Audit your time

2. Find what works best for you

3. Get organized

Strategies: teaching-related

4. Use small chunks of time

5. Set boundaries

6. Identify what time you spend has the most positive impact (and least)
**Strategies: research-related**

7. Just get started

8. Write in brief daily sessions / Get (a little) help from friends

9. Deal with large and open-ended tasks using SMART goals

**Strategies: maintaining sanity**

10. Plan for down time

11. Abandon perfection

**Sources**

- [https://rlc.rutgers.edu/node/16068](https://rlc.rutgers.edu/node/16068)
- [http://www.apa.org/gradpsych/2013/03/hours.aspx](http://www.apa.org/gradpsych/2013/03/hours.aspx)