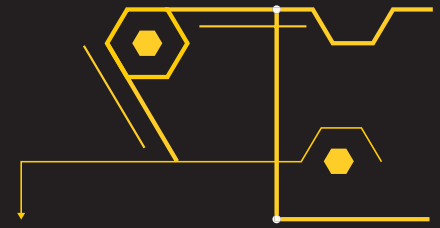


# Time Management Strategies during COVID



BEFORE I share some time management strategies, remember that this is a new temporary normal that you are experiencing. You've been asked to shift gears mentally, academically and emotionally due to COVID-19. So have some self-compassion as you adjust as a student right now. Some of you are dealing with job loss, moving home, self-isolation, managing health conditions, balancing new family commitments, on top of being a student. It is normal to not be "productive" right now. Stay in communication with your classmates, instructors and the campus community and we will do our best to support one another. The following are some time management tools and strategies that may be helpful. I would love to hear back from students on what strategies or tools they find helpful...and we'll be sure to share. Feel free to email me at [cperez3@newschoolarch.edu](mailto:cperez3@newschoolarch.edu)

Your syllabus is your guide for prioritizing your time. Go through and highlight exam dates and project deadlines. Take a best guess at how long you think you'll need to study for each exam or how many days you'll need to finish a project and write it in the margin. Then find a system below to keep track of your daily assignments and break down a time for studying or devoting to a project.

## If you like using technology to stay organized, try these apps and programs:

- **My homework student planner** - track your upcoming assignments, exams, projects and other important events, as well as a homework widget where you can sync your assignments and receive reminders for when they're due
- **Trello** allows you to organize any projects you're working on through boards, which you can then customize either solo or with others
- **Evernote** - You can take notes in a variety of formats, including text, photos, audio, web clippings and videos, and can attach Microsoft Office documents and PDFs. It also lets you work collaboratively with others and share ideas, as well as plan events and set reminders.

## If you prefer a more traditional approach:

- **Planner** - I recommend using a monthly or weekly planner to make predictions and have a big picture of what is up and coming. Most design students are strong visual learners so use different color highlighters for either different classes or different types of assignments (reading, writing, exams).
- **White boards** - they are easy to manipulate and can easily incorporate drawings, sticky notes or color code with markers. I recommend breaking up the white board into a to-do list section and a weekly break down of class meetings and assignments.
- **Filing system** - print out handouts, notes and syllabi from each course and organize information in binders or using separate folders for each subject so that course materials are not mixed together.

Distractions are most likely the biggest obstacle during this time. My suggestion is to do what is within your control. An honest assessment is important in determining, is this working or is this a distraction? Do I have control over this or not? Am I willing to try new things to see if they work?

- Use headphones or ear buds to reduce noise
- Be creative with space and try to carve out a place to learn/work
- Work with others you live with to decide on some boundaries around scheduling
- Try using distraction blocking apps like Stay Focused or Anti-Social