



Time Management for Students - Tool Kit

By [Grace Fleming](#), [Homework & Study Tips Expert](#)

It's always important to use the right tools for any job. Success in school is no different.

Many students use a planner to keep up with your due dates, but the truth is that they just don't work for some people. If you need to diversify your time management tool kit, consider these less conventional tools. Keep your homework and your life in order!

1. Web Page Timer

Spending too much time on games or social media? There are apps that you can download to take care of that! *StayFocused* is a Google Chrome extension that keeps track of the time you spend on your biggest time wasters. You pick the pages and the time limits. And it's free!

2. Homework Timer

You might keep your mind on your work if you can see the minutes ticking away. Set your homework timer on your desk and get to work! You'll be surprised how quickly your habits improve.

3. Daily Task List

A daily task list is nothing more than a note pad that you use to list your daily goals. Carry a small pad around and jot down every task you need to complete. Cross them off as you finish them. At the end of each day, simply carry over any job that you didn't finish to the next day's list. It works wonders!

4. Big Wall Calendar

Simply place the big wall calendar in a prominent place near your regular study space. Then come up with a color code for your classes (like green for math and yellow for history). When you have a big due date or a test date, place the appropriate colored sticker on that date. The sticker will be something you can see every time you enter the room, so it works as a constant reminder. This trick is simple, cheap, and so effective!

5. Sticky Note Flags

These little paper banners are lifesavers when it comes to getting organized, whether you're putting together a big research project or you're simply reading a book. Whenever you need to remember to take a certain object or assignment to school, place a sticky flag on the door knob, bathroom mirror, or the cereal box the night before. Works like a charm!

6. Cell Phone Calendar

Do you use your cell phone alarm to wake you up in the morning? You could also use the calendar feature to alert you when projects are due. It only takes a few seconds to add a due date with a fun alarm.

7. Bedside Note Pad

You can keep a note pad beside your bed to write down any items or tasks you have to remember for the next day. As you settle in for the night, take a few moments to think about the things you need to do tomorrow. Then write them down and tear off the sheet in the morning. Remember to pack it in your school bag!

8. Study Buddy

Two heads are better than one when it comes to remembering important assignments and project due dates. Team up with a friend and send reminders in the form of text messages when a test or a due date approaches.

9. Sleeping and Waking Aids

Have trouble going to sleep or waking up on time? If you hit the snooze button a bit too much and find yourself rushing out the door most mornings, you are robbing yourself of time that you'll need to plan and pack for the day. Try using a sleep mask or a soothing sound if you have trouble going to sleep at night. If you have trouble waking, try two alarms - or better - try an alarm clock that shakes your bed and flashes a light!

10. A Syllabus

Most instructors provide a course syllabus with detailed plans for the semester, complete with assignment instructions and due dates. If your teacher provides this helpful tool, be sure to use it wisely! Record any dates in your phone calendar or your wall calendar.