



Manage Your Time

Hi, in this video I will be explaining how to effectively manage your time and the quarter system. UCSC runs on a quarter system which is 10 weeks long followed by finals week. 10 weeks may sound like a relatively long time but it actually goes by really quick. Here are some ways to prepare for the quarter system.

1. Layout your schedule and know what times you have class and sections, also include what other commitments you have. Make sure you have enough travel time between your classes and also schedule in time to eat.
2. Keep organized: A good way is to use a planner or an online planning tool or app. This way you can check upcoming due dates or any commitments you may have.
3. Allow flexibility in your schedule: Recognize that unexpected things will happen and don't schedule every hour. Allow room in your schedule for relaxing and having fun.
4. Have a to-do list: Having a list helps with making sure to complete tasks in a timely manner. You can also rank the items numerically or alphabetically on how urgent each task is.
5. Plan Ahead: Sometimes you will have assignments or exams due during the same week or same day and you will have to make sure you set aside enough time to complete them. This will help reduce stress in the long run.
6. Don't overextend yourself: this is your first quarter, make sure you are not overwhelming yourself with too many commitments and if you feel like you are, think about making some changes to your schedule. Remember that you are a student first, so prioritize your academic commitments.

Time management is very important for college students and luckily there is no right or wrong way of doing it. It's a learning process for everyone, and everyone has their own way of doing it. The key is actually managing your time. We hope you find a time management solution that works for you.