

Reading, Writing, and Study Strategies Center\*  
Academic Support Programs  
CC-1-1300  
UMass Boston

**Time Management-** use this handout to help you design a strategy to stay on time for your assignment.

Name of the assignment: \_\_\_\_\_ Date due: \_\_\_\_\_

List the professor's requirements for the assignment (i.e. # of pages, font/size, outside sources, etc.):

Describe your personal goal or goals for assignment:

What time management best practices will you employ?

Calendar (use this to plan out your assignments):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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