

Task Management: How To Get Your College Assignments Done On Time

As a college student, you have to learn how to master the art of balancing between personal life and college duties. However, things often get out of hand, especially if you're struggling with [procrastination](#). Before you know it, the semester begins to slip away and you start realizing that getting the assignments done before the deadline is pretty much mission impossible. Don't fall into despair just yet: simple habit corrections and a healthy dose of fresh perspective can help you organize yourself.

Embrace Monotasking

Be it the social media we have to check or an interesting video our friend sent us—the multitasking mode has become a default one in the 21st century. However, this kind of behavior can [decrease one's productivity for around 40%](#), according to Harvard Business Review. Instead of overwhelming your brain with information you don't need, try focusing solely on one assignment and restrain yourself from scrolling down the newsfeed on Facebook. Wondering how to embrace monotasking? Studies show that we stick to one task for about 18 minutes before we feel the urge to do something else. This behavioral pattern can be changed with commitment and practice, but if you cannot resist taking a break from one task, switch to a different one and pick up where you left off later.

Make a Realistic Time Schedule

Did you know writing tasks down increases your chances of actually getting them done? Make a time schedule for yourself and stick with your studying plan. Having a calendar with a clear overview of the assignments ahead helps you organize your time more effectively. Of course, it is important to be realistic when assessing the time you need for a certain assignment. There is no shame in asking for help or joining some of the study groups in order to survive the exam week and get motivated to make the most of your time. Consult with your professor if you have any dilemmas or drop by the academic support center and ask for additional advice.

Master the Art of Time Management

Eliminate all the possible distractions and make reasonable study breaks. Try the pomodoro technique: decide which task are you going to work on and set the timer to 25 minutes; after this period of time, you are allowed to take a short break (3-5 minutes). Repeat this four times and you'll get 1 hour of pure productive work. Afterwards, you can take a larger break of 15-30 minutes and then repeat the whole cycle. It is essential to put a checkmark on paper each time you finish one period of studying (the mentioned 25 minutes) so that you track your progress and plan ahead. The technique has proven to be great for obtaining a nice

workflow. You'll get more things done in less time. If you're more of a tech-savvy person, you can explore different productivity apps out there.

Know When to Turn a New Page

Don't waste additional time on homework and assignments that have a very close deadline. By trying to save what cannot be saved, you risk failing with the upcoming tasks. Accept the fact you should have known better and focus on taking a smarter path with your new tasks. Past failures can actually be extremely motivational and as humans learn through empirical experiences, it's likely you'll find your unique way to organize yourself better so you don't feel out of sorts in the future.

By doing everything last minute, you risk burning out because of the sudden massive workload you have to deal with. Don't disrupt your health just because your organizational skills need to be a bit polished up. It's easier than you think to get back on track!

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