

TIME MANAGEMENT TIPS FOR STUDENT-ATHLETES

Student athletes often face packed schedules as they balance the various academic, athletic, and social commitments and requirements. Effective time management skills can help student-athletes better organize, prioritize, and reduce the stress that can surface with so much going on. These skills are not only valuable in balancing busy school life, but help develop important lifelong habits.

STUDENT-ATHLETES CAN:

- **Set goals:** Determine the desired outcomes that drive your daily activities – whether athletic, academic, or social. PCA's [Goal Setting Worksheet](#) can help student-athletes create the S.M.A.R.T. [Specific, Measurable, Achievable, Relevant, and Time-Based] goals that provide motivation day-to-day.
- **Dedicate time to be organized:** Recognize that it takes time to be organized. Dedicate time at the beginning of the week to plan and prioritize what needs to be done.
- **Determine what is urgent vs. what is important:** Identify tasks, assignments, and activities as either urgent, important, or 'can wait' to help prioritize what needs immediate attention and what can be focused on at a later date.
- **Use a planner:** Enter activities into a planner and check them 2-3 times per day to stay on track and anticipate what is next. Student-athletes can use either a physical planner that they write in, or any number of free digital tools (i.e. google calendar, Notion, Trello, [MyStudentLife](#)).
- **Develop routines:** Establishing routines and making your schedule more predictable can help decrease stress. Find consistent times for activities under your control that will repeat – such as time for homework, breakfast, etc.
- **Ensure time for rest, relaxation, and fun:** Include blocks of time to allow your body to recover from the physical demands of your sport or your mind to relax after a tough week of school. Make sure you have time to have fun!
- **Ask for help:** You do not have to tackle time management alone. Seek out parents/caregivers, coaches, or guidance counselors to support you in prioritizing, organizing, and scheduling out your commitments when you need it.
- **Be easy on yourself:** No matter how much you plan and organize your tasks, you may encounter unforeseen circumstances that throw you off your schedule. This happens and it's ok! Be flexible when you need to be and don't get down on yourself – this is all part of the learning process.

This resource was developed with information from Jean Boyd, former Arizona State University Senior Associate Athletic Director of Student-athletes, and Ray Lokar, PCA Trainer