

# TIME MANAGEMENT FOR GRADUATE STUDENTS (BEYOND THE PLANNER)

A RESOURCE PROVIDED BY THE LPTS ACADEMIC SUPPORT CENTER (ASC)

## *Steady Progress. Sustainable Success.*

Graduate-level group work mirrors real-world collaboration. Success depends on how you communicate, contribute, and manage expectations.

### **1. Start with a Weekly Time Map**

Before listing tasks, map your fixed commitments:

- Class times
- Work/internship hours
- Family or personal responsibilities
- Sleep and commute

Then add 2–3 focused study blocks per course each week.

A visual schedule helps you plan realistically.

### **2. Break Down Your Syllabus Early**

At the start of the semester:

- Highlight major due dates
- Identify busy weeks
- Add deadlines to your calendar
- Plan ahead before work becomes urgent.

### **3. Plan Backward from Major Assignments**

Break large projects into steps: topic, research, outline, draft, revise, finalize.

Schedule each step in advance. Graduate work requires pacing.

### **4. Use Minimum Viable Progress**

Ask: What is the smallest meaningful step I can take today?

Examples: read 5–10 pages, draft one paragraph, find sources.

Progress maintains momentum.

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## 5. Use Focused Study Blocks

50 minutes focused work | 10 minute break  
Repeat up to 3 cycles

During focus time:

- Silence notifications
- Close extra tabs
- Work on one task only

Depth matters more than multitasking.

## 6. Build a Weekly Rhythm

Early week: reading

Midweek: drafting

End of week: revising

Consistency reduces stress.

## A Steady Approach

You don't need to do everything at once.

You need to move forward consistently.

## Need support?

The Academic Support Center can help with time mapping, planning, and accountability.

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The Academic Support Center (ASC) supports students with various aspects including:

- Academic Writing
- Study Skills
- Academic Honesty
- Strategic Reading
- Ordination Support
- Career Mapping
- Citation Support
- ADA Academic Accommodation
- Critical Thinking & Analytical Skills Development



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The ASC is a drop-in center located in the E.M. White Library, Room 108, and also available by appointment in person/online!

Or Scan to  
Book Directly!

