

# Time management



## Tips for course design and delivery

Ways educators can bring awareness of the topic and incorporate development of the skill into post-secondary course design and delivery.

- Consider when your deadlines are set** (day of the week, time of day, etc.) and try to spread them throughout the term when possible.
- Break down larger tasks/assignments into more manageable pieces** (e.g., brainstorming, outlining, drafting, and editing) to encourage students to spread out their work and avoid procrastination.
- Schedule time for breaks with course components where possible.**
- Communicate major deadlines and upcoming busy periods** with students early in the term so that they are prepared.

