Recognize your limits
Most students realize that they are trying to do too much. For students who are starting school, this is an especially difficult problem. There are those students who want to continue to do all the activities they did before they started school plus add class responsibilities as well. They soon figure out that doesn’t work. Students end up trying to get by in school, work and their lives. Adding school to you already hectic life requires cutting down or even cutting out something you did before.

Balance work and school
A student who is working 40 hours a week should not take more than 1-2 courses. One working 30 hours might manage to do well in 2-3 courses. A student who works 20 hours a week may be successful in 4-5 courses. If you have add family responsibilities, plan to cut either work hours or credit hours.

Build your support network
If you have a full plate of responsibilities, identify tasks you can pass onto or share with others in your life.

Using Time Wisely
You might have all the time in the world, but if you don’t use it wisely, it won’t help you to meet your goals. Procrastination is a problem for many students. The following are tips to help you deal with this issue:

Clear your schedule.
Don’t overextend yourself. Recognize that your obligations and resulting stress are as important as other people’s needs. Set limits around being interrupted or rescheduling your work time to accommodate others. Omit or reschedule some of your other obligations. You want to give full concentration to your studies without feeling guilty about what you’re NOT doing.

Get motivated. Create a work area that is free from distractions and commit to staying there for at least one to two hours. If you get side-tracked, remind yourself how this activity will help you to meet your goals.

Prioritize. What has to be done first? When is it due? What is worth more in terms of your grade? What is worth more in terms of your personal, educational, or career goals?

Make sure you understand the task.
Ask questions. Get help if you need it.

Break down the task into chunks. Estimate how much time you’ll need to complete the task. Don’t try to do it all at one time. Break it down so that it’s “doable” and not so overwhelming. Stay up-to-date on assignments to help avoid overload.

It doesn’t have to be perfect. Some people are so afraid that they won’t perform perfectly, they won’t do anything at all. Make sure you understand the expectations of your instructor. Then evaluate how important the task is and what level of performance is acceptable to you. Then just do it!

When you really hate it, try to make it as enjoyable as possible. Work on this task first, while you have more energy. Reward yourself when you complete certain aspects of the task. Study with a friend.