

## Accountability Partners: Time-Management Support for College Students

Being a successful and happy college student means balancing a myriad of demands: academic work, employment, extra-curricular and social activities along with self-care. For even strong students, anticipating and managing these tasks can be challenging and leave them feeling anxious and overwhelmed.

### **JBH Tutoring can help: Angela's\* story.**

About a year ago, I was contacted by the mother of a college student who was concerned about her daughter, Angela.\* Angela was a junior at a prestigious Boston-area college and was having difficulty managing her time effectively. At our first meeting, Angela and I discussed why she was having trouble completing her academic work. She told me that she had been feeling anxious for some time, and the anxiety was preventing her from accomplishing even short reading assignments. Together Angela and I created a flexible, customized **written accountability document** in which she could record all of the tasks she needed to complete: class assignments, work schedule, extra-curricular activities and social activities. At our weekly meetings, Angela and I talked about her commitments in detail. Sometimes I asked her to estimate how long certain tasks would take to complete, like finishing a reading, running a meeting or even cleaning her room. The next week, I would follow up on how accurate her time estimates were. Each week, Angela would update her accountability document, making sure to cross off tasks as she accomplished them. As the weeks and months passed, Angela reported feeling less anxious and more in control of her time and her schedule. She graduates this spring (2018).

*\*name and some details have been changed or omitted to protect the student's privacy*

### **What we offer:**

JBH Tutoring offers *weekly online meetings* where we work with students to identify and implement specific practices that will help them manage their busy lives. Some of these practices include:

- creating a simple yet customized **written document** that identifies the student's weekly and long-term tasks to be completed;
- devising **customizable, optimal time-management strategies**;
- time auditing: identifying and anticipating how long specific tasks will take and factoring in extra time "just in case;"
- offering **help with writing assignments, cover letters and internship applications**;
- **identifying other resources** (career services, counseling center, etc.) and encouraging students to use them as necessary;
- **earmarking time for self-care**: laundry, proper rest, nutrition and exercise.