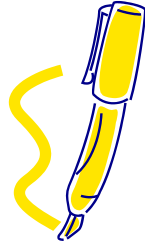# COLOUR CODING for Time Management

Colour coding may be used for time management in two ways:
1. To organize information in time planners
2. To evaluate one's use of time

ORGANIZING INFORMATION

- Use different colours of ink or highlighters to designate different types of activities
- Use for semester, monthly, weekly and daily planners
- For example:
    - Classes in **BLACK** ink **OR** in **YELLOW** highlighter
    - Assignments in **RED** ink **OR** in **RED** highlighter
    - Work in **GREEN** ink **OR** in **GREEN** highlighter
    - Social activities in **BLUE** ink **OR** in **BLUE** highlighter

EVALUATING TIME MANAGEMENT

Colour coding also provides a means of quickly evaluating how effectively time is used.

Try This:

- Highlight all SOCIAL EVENTS in one colour
- Highlight all ACADEMIC ACTIVITIES in another colour
- If there are more SOCIAL EVENTS than ACADEMIC ACTIVITIES, one should re-examine one's priorities and budget more time for academics.

Or this:

- Use different color sticky notes for each of your courses.
- When you have a task to do, choose the appropriate color of sticky note (for the course), write the task on the note, and place in on your calendar where it needs to be completed.