TEACHING ASSISTANT’S Guide to Managing Time as a TA

The list represents what a group of experienced TAs at UVic identified as important aspects of how to manage your time as a TA and graduate student. Not all suggestions below may be applicable in all departments on campus. Please use the list as a guide only.

To manage your time effectively, try the following techniques:

- Start small
- Break larger projects into smaller ones
- Respect your deadlines
- Take personal moments
- Don’t blame yourself
- Identify tasks and organize
- Renegotiate your workload
- Learn to say no when appropriate
- Talk to others and get feedback
- Know your own ability to balance tasks, workloads, time required
- Gladly accept help from others
- Block distractions
- Reward yourself
- Don’t delay
- Have an organized plan for outcomes
- Have an outline for students for class and course
- Deliver it now
- Use calendars
- Think ahead
- Set boundaries
- Structure
- Make lists
- Prioritize and divide responsibilities
- Allow for balance

The following list was developed during the Teaching Assistant Consultants’ (TACs) seminars for the academic year, 2009-2010.