

Balancing School and Work Tipsheet

1. Build a support system

- Have a strong support system both professionally and personally. Whether it's your manager, mentor, or a family member, make sure those around you are on board with your decision to go to college – you can't do it alone! If you don't have this support system, reach out to The Learning Resource Center. They are staffed to help students who are struggling academically or socially.

2. Find a flexible job

- Try to find a job that is flexible with your school schedule. An understanding employer can help you become successful at work and at school. Jobs on campus are the most willing to work around your schedule, but at UNO we have career services on campus that will also help you locate jobs off-campus that will also work with your schedule. Schedule time off of work as soon as you get your syllabus. Take time off during high stress times like midterms and finals.

3. Make your manager aware

- Be sure to let your manager know that you are a college student. This will lead to scheduling flexibility and possibly more opportunities in the workforce.

4. Time Management is Everything

- Be very aware of the time that you have available to you in a day and create your schedule accordingly. Create a schedule on your phone with reminders that keep you aware of how you are using your time. Set periods of time in advance for studying or writing papers. Follow the timelines that you create for yourself and create your own rewards system. For example, if you have two hours of free time between work and class, set aside an hour and a half to study, followed by thirty minutes where you can play around on social media.

5. Register Early for Classes

- Meet with your advisor as early as possible to allow you the time to get the class schedule that works best with your work schedule. It is always best to have options when trying to negotiate a work/school balance.

6. Stay focused on the finish line

- Create positive messages and reminders of why you are in school. Put up pictures of those who have achieved your dream job. These images can inspire and motivate you.

7. Utilize your commute

- If you drive to work, listen to Youtube tutorials. Download Google docs, Evernote, Quizlet and other apps to your phone. This way you will always have access to study materials.

8. Take time to breathe

- Proactively plan down time as often as you can to do something meaningful to recharge your batteries. This time is just as important for your family and friends as it is for you.