



# GRAB Control of Your Time

GRAB concept adapted from Carol C. Kanar's *The Confident Student*, 4<sup>th</sup> Edition (Houghton Mifflin, 2001)  
The Academic Resource Center

## Set a Goal (G)

Identify your priorities for the week

## Determine Your Responsibilities (R)

Make a Daily "To Do" List

## Analyze Where Your Time Goes (A)

Identify most efficient ways to use time

## Balance Work, Play, Studies (B)

Map your activities on a weekly schedule