Talk to a learning advisor about time management:
http://elisalc.org/advisor

MAKE A SCHEDULE

Notice when you have space and add in regular study time each week. Use "bits" and "blocks" of time well and think about activities that only take 10 minutes, for example, reviewing vocabulary.

Think about how you can use travel time effectively. For example, can you do some listening or reading on the train?

MAKE 'TO DO' LISTS

Break down big tasks into smaller steps. For example, instead of writing "Finish Essay", write the steps involved, e.g. "Write an outline", "Write the first draft", etc.

Cross tasks off your list as you finish them. It will make you feel that you are achieving something.

KEEP TRACK OF TIME

Estimate how long each task will take and try to stick to the estimate.

Use a stopwatch to try to keep to the allocated time.

PRIORITIZE

Prioritize tasks on your list and number them. #1 is the top priority, do that as soon as you can.

Consider doing small tasks quickly to get them out of the way.

TARGETS AND REWARDS

Set targets each day to keep yourself on track, e.g. "I'm not going home until I have finished tasks 1-5 on my list", "When I finish task number 2, I'll make myself a cup of tea"

REWARD YOURSELF

Keep yourself motivated to do boring activities with rewards. The rewards can be anything that gives you pleasure, e.g. tea, chocolate, shopping, time online, or games.

For more ideas, see: http://thesalc.weebly.com/time.html