

10 Tips for Time Management

1 Make Class Time Your Best Study Time

Come prepared

- no time to read the whole assignment - at least survey it
- review notes from previous class

Listen attentively

- paraphrase what the professor says in your own words

2 Make a Daily List

Prioritize your items

- keep it short (5-6 items, both academic and personal)
- set small, specific goals (i.e. read 5 pages from Chapter 2)

3 Make a Weekly Schedule

- Once per semester, make a schedule of your week of all classes, work and extracurricular activities, housekeeping duties, sleeping and eating, and blank spaces to fit in necessary activities as they come up
- Schedule study time at a ratio of two hours of study per hour of class.

4 Use Your Daylight Hours

Stay on Campus

- find a quiet place to study
- ease yourself into material by prereading first

Set up blocks of time for studying

Use time in between classes

- review notes right before class
- review notes right after class
- memorize important terms (notecards)
- make a list

5 Make a Semester Calendar

- Wall or desk calendar for major exams, due dates and meetings
- Pocket calendar - reminder of classes, appointments, meetings, errands

6 Don't Procrastinate

- Don't let questions about material accumulate
- Instead of trying to get it perfect - just do it

7 Concentrate On One Thing at a Time

- Be active in what you are doing at the time
- Plan and take study breaks, study 30-40 minutes with 5-10 minute breaks

8 Use Your Weekly Schedule

Learn to Say "NO"

9 Set Deadlines and Reward Yourself

10 Be Realistic in Your Expectations of Yourself

