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
   - **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**
     - fine a quiet place to study
     - ease yourself into material by prereading first
   - **Set up blocks of time for studying**
     - 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**

Adopted from Purdue University, Academic Success Center