

# 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

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## **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.

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## **Make a semester calendar.**

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

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## **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

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## **Set deadlines and reward yourself.**

## **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 Psychology chapter)

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## **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

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## **Don't procrastinate.**

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

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## **Use your weekly schedule. Learn to say "NO."**

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## **Be realistic in your expectations of yourself.**

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