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 (e.g., read 5 pages from Psychology chapter)

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

5. 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

6. Don’t procrastinate.
   - Don’t let questions about material accumulate
   - Instead of trying to get it perfect - just do it

7. Use your daylight hours.
   - Stay on campus
   - Fine a quiet place to study
   - Ease yourself into material by pre-reading 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

8. Use your weekly schedule. Learn to say “NO.”

9. Set deadlines and reward yourself.

10. Be realistic in your expectations of yourself.

Purdue University Academic Success Center