TIME MANAGEMENT

Plan Your Time Wisely

- Use monthly planners to map out syllabi to anticipate “rough weeks”
- Plan your committed and free time and post where visible
- Balance your time! - Academic / Social / Personal / Leadership
- Treat studying like a 9-5 job or class
- Schedule blocks and stick to it!
- Use priority lists for daily tasks

Time Management Tips

- Study difficult (or boring) subjects first
- Be aware of your best time of the day
- Use waiting time
- Use a regular study area
- Study where you will be alert
- Use a library
- Pay attention to your attention
- Agree with roommates about study times
- Get off the phone! Get off-line!
- Learn to say NO
- Hang a DO NOT DISTURB sign on the door
- Get ready the night before
- Avoid noise distractions
- Notice how others misuse your time
- Ask: What is one task I can accomplish toward my goal?
- Ask: Am I being too hard on myself?
- Perfection always necessary?
- Important, but not urgent?

CENTER FOR STUDENT SUCCESS

“The keys to success aren’t much good until one discovers the right locks in which to insert them”

~Chinese Proverb
TIME MANAGEMENT

Effective and Efficient Reading - Skimming Chapters

- Read Table of Contents outline of the chapter
- Read title and subtitle
- Read the introduction or the first paragraph
- Read each boldface heading
- Read the first sentence under each heading
- Note any typographical aids/graphic aids
- Read the last paragraph or summary
- Read quickly any end-of-article or end-of-chapter material

Scheduling Study Time

- Schedule fixed blocks of time first
- Include time for errands & fun
- Set realistic goals
- Allow flexibility in your schedule
- Study two hours for every hour in class
- Avoid scheduling marathon sessions!
- Set clear starting & stopping times
- Plan for the unplanned
- Consider technology carefully

Creating A Study Plan

- Identify all key assignments
- Group by type (paper, presentation, project, etc)
- Organize by due date
- Break up into small tasks
- Work backwards from the future to the present and assign due dates
- WRITE IT DOWN!!!

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