



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



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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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