



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 ACADEMIC 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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