

TEN TIPS FOR BETTER TIME MANAGEMENT
or
HOW TO WORK SMARTER - NOT HARDER

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 the items
 - keep it short - 5 or 6 items - both academic and personal
 - set small specific goals - i.e., read 5 pages in Psychology chapter
3. Make a **weekly schedule** (done once a semester) of all classes, work and extracurricular activities, housekeeping duties, sleeping and eating, 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. Use your daylight hours and minutes.
 - * Stay on campus
 - find a quiet place to study
 - ease yourself into material by prereading first
 - * set up blocks of time for study
 - * use time in between classes
 - review notes right before class
 - review notes right after class
 - memorize important terms (3 x 5 cards)
 - make a list
5. Make a **semester calendar**.
 - * wall or desk calendar for major exams, due dates and meetings
 - * pocket calendar - reminder of classes, appointments, meetings, errands
6. Don't procrastinate.
 - * don't let questions about material accumulate
 - * instead of trying to get it perfect - just do it
7. 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
8. Use your weekly schedule. Learn to say "**NO**"
9. Set deadlines and **reward** yourself.
10. Be realistic in your expectations of yourself.

