

Ten Tips For Better 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 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 pre-reading 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.

