

10 Tips for Time Management

1

Make class time your best study time.

- No time to read the whole assignment - at least skim it
- Review notes from previous class
- Listen attentively
- Paraphrase what the professor says in your own words

2

Make a daily list.

- Prioritize your tasks
- Keep it short (5-6 items, both academic and personal)
- Set small, specific goals (i.e. read 5 pages from your Psychology chapter)

3

Make a weekly schedule

- Once per semester, make a schedule of your week with all classes, work, and extracurricular activities. Include time for cleaning your space, sleeping and eating, and open space to fit in activities as they come up
- Schedule study time - two hours of study per hour of class

4

Use your daylight hours

- Find a quiet place on campus to study
- Ease yourself into materials by pre-reading first
- Set up blocks of time for studying
- Use time in between classes
- Review notes right before and right after class
- Memorize important terms
- Make a list of what needs to get done

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 that time
- Plan and take study breaks, study 30-40 minutes with 5-10 minute breaks

8

Use your weekly schedule. Learn to say "NO"

10

Be realistic in your expectations of yourself

9

Set deadlines and reward yourself for meeting them