



Time Management



Get to Know Yourself.

Keep track of how you spend your time for one week. Tally your hours into categories, such as eating, sleeping, class time, study time, recreation, etc. Find out when you tend to waste time and on what activities. Identify your temptations to get "off task," such as television, telephone, video games, etc. Pay attention to your attention span — at what time of day are you most focused?

Set goals. Set academic and personal goals for the quarter and long term. Concentrate your time on activities that match your goals. Put these goals in written form posted where you will see them often.

Use Planners.

Use a monthly calendar to record project due dates and upcoming exams. Record the monthly events on a weekly calendar as well.

Keep the monthly calendar posted in your room. Carry your weekly calendar with you.

Make "To Do" Lists.

Create a weekly "to do" list. Post this list in your room. Turn your weekly list into daily things "to do." Carry these lists with you.

Review your lists frequently. Cross things off or move things to other days as needed.

Budget Your Time.

Use your planner and "to do" lists to budget your time. Schedule times to study something from each class every day — even if there is nothing assigned. Plan ahead for large projects. Write goals in your planner. Set aside planned time for recreation and meetings.

Use Study Time Wisely.

Study in a quiet, distraction-free location. Use your best time of day to be most productive. Begin with difficult or boring material. If you lose interest or have problems, move to something else and return to this task later in the study session. Plan your time by breaking assignments into smaller sections. Reward yourself with breaks at predetermined points during your study. Change locations or material when you begin to become unproductive. Get sleep instead of staying up late. Go to bed and set an early alarm. Your time will be better spent by tackling the material again in the morning.

Use Your Resources.

Form study groups with classmates. Choose students with similar goals and work ethic. Use online resources when possible to save travel time.

Use "Down Time".

Always carry something to do with you. Photocopy your notes and carry sheets in your pocket to read while waiting in line or before a class begins.

Be Flexible.

Don't attempt to schedule something for every time block in your planner. Be realistic that you cannot always know how long an assignment will take. Allow for and adapt to changes in your schedule.