

# 10 Tips for Better Time Management

1. Use class time to its fullest.

## **Come prepared**

- Take a moment to quickly preview the reading(s)
- Review notes from previous class

## **Listen attentively**

- Paraphrase what the professor says in your own words

## **Take Notes**

2. Make a daily list and **prioritize**.

- 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 once a semester of all: classes, work and extracurricular activities, errands, 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 place to study that doesn't have any distractions
- Ease yourself into material by pre-reading first

## **Set up blocks of time for study**

**Use time in-between classes to review notes (or memorize important terms)**

**Use a calendar (on your cell-phone, computer, etc.) or planner to:**

**Keep track of class times, appointments, practices**

**Remember important due dates for assignments, test dates/times**

5. **Don't procrastinate!**

Try for completeness, not perfection. Concentrate on one thing at a time rather than being overwhelmed by the bigger picture. For example, if you have a five page paper due in two weeks, write 2 or 3 pages a week instead of trying to write all 5 the night before the paper is due.

6. **Plan your study sessions so that you take breaks every 45 minutes – 1 hour. Taking breaks helps keep you focused and your mind active.**

**7. Learn to say, “NO”. Good friends know you need study—they do too! Use your weekly schedule to make time for friends and study.**

**8. Set deadlines and reward yourself for completing your tasks.**

**9. Use the STAR method for setting goals. Make your goals: specific, timely, achievable, and reasonable.**

**10. Be realistic. Know what you will do and what you won't do.**