

## Time Management

Many of our students tell us that they simply just don't have enough time. Everyone has the same amount of time: 24 hours a day, 168 hours per week; yet some students get so much more accomplished. The following ten time management tips are often helpful.

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### Main Points

Time management is a means of controlling and organizing your schedule for maximum efficiency through careful planning of your class schedule.

Avoiding procrastination involves motivation, goals, and getting projects started.

Prime study time is the time of day when you are your best for learning and remembering. You protect it by eliminating physical and mental distractions. You maximize it by managing the surroundings in which you choose to study.

Management of a semester is achieved by keeping a semester calendar of events and important deadlines.

Weekly time management involves using a weekly plan and daily "To Do" lists.

### Constructing a Weekly Calendar

1	<b>List all fixed commitments first:</b> Examples include classes, meals, meetings, work hours, tutoring sessions.
2	<b>Study as soon after a lecture class as possible:</b> One hour spent soon after class will provide as much benefit as several hours studying a few days later.
3	<b>Schedule time for studying:</b> Academically successful students typically study 2-3 hours for every hour they spend in class.
4	<b>Use odd hours during the day for studying:</b> Identify blocks of free time and time spent waiting. Establishing habits for using them for studying will result in free time for recreation of other times during the week..
5	<b>Study at a regular time and in a regular place:</b> Knowing what you are going to study and when saves a lot of time in making decisions and retracing your steps to get necessary materials.
6	<b>Look for ways to group activities:</b> Schedule these in blocks of free time!
7	<b>Plan to complete activities before the due date:</b> Allow for unexpected delays.
8	<b>Schedule regular breaks:</b> Yes, you get to have fun!
9	<b>Pay attention to your time:</b> Notice how others misuse your time and avoid them or ask to see them later. Try to agree with living mates about study time.
10	<b>Learn to say NO:</b> Decide if you need to drop one or more of your activities or classes. This will depend on your personal goals, priorities, and level of energy.