

Time Management Tips

Ways to Get the Most out of Now

1. Plan two (2) hours of study time for every hour spent in class
2. Keep a calendar/planner to keep yourself on schedule
3. Study difficult (or boring) subjects first
4. Avoid scheduling marathon study sessions – break it up into smaller sessions
5. Be aware of your best time of day and use it to study!
6. Don't get too comfortable (don't study on a bed or comfy chair)
7. Use a library, or another area with few (or no) distractions
8. Agree with housemates (roommates, family) about study time
9. Avoid noise distractions. Turn off radios, TVs, phones, and computers while studying

Ask Yourself...

1. **What is one task that I can accomplish toward my goal?** Something that will help accomplish a larger goal, but will only take five (5) minutes
2. **Am I beating myself up?** Don't get frustrated if you are having difficulty. It is unproductive. Take a break, lighten up, and get back to work.
3. **Am I being too much of a perfectionist?** If you can complete a job 95% perfect in two (2) hours, and 100% perfect in four (4) hours, consider if the additional 5% is worth the extra time and energy that could be used elsewhere.
4. **How did I just waste my time?** If you notice time passed and you didn't accomplish what you intended, take a minute to determine what happened, and try to avoid that problem again.
5. **Can I do just one more thing?** At the end of the day, do you have the energy to accomplish one more small, important task that will contribute to a larger goal?

Quick Fixes!

If you have 5 minutes, you can...

- Review notes
- Update your schedule/planner
- Skim newspaper headlines
- Make a quick phone call
- Do a few sit-ups or other exercises

If you have 15 minutes, you can...

- Survey a chapter
- Practice some flash cards
- Check email Straighten up a room
- Take a walk to relax

If you have 30 minutes, you can...

- Begin initial library research
- Brainstorm and/or outline a paper
- Run an errand
- Read a chapter
- Take a nap (to get more energy to study with!)