



Ten More Tips For Better Time Management

1. Make class time your best study time.

a) Come prepared

- no time to read the whole assignment? - at least survey it
- review notes from previous class

b) Listen attentively

- paraphrase what the professor says in your own words

2. Make a daily list.

Prioritize the items

- 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 (done once a semester)

- Include all classes, work and extracurricular activities, housekeeping duties, 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.

a) Stay on campus

- find a quiet place to study
- ease yourself into material by prereading first

b) Set up blocks of time for study

c) Use time in between classes

- review notes right before class
- review notes right after class
- memorize important terms (3 x 5 cards)
- make a list

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

8. Use your weekly schedule. Learn to say "NO"

9. Set deadlines and reward yourself.

10. Be realistic in your expectations of yourself.