

Helpful Hints: Time Management

1. **Set priorities and goals.** Create a plan and actually write it out.
 - a. Specify how you will accomplish your goals.
 - b. Create schedules that support your goals and priorities.
 - Quarterly, weekly, and daily schedules
 - Include in your schedules time for study, sleep, meals, and leisure, and be realistic so you can stick with your schedule.

2. **Take control** of your own life; develop strong determination.
 - a. Recognize and avoid time bandits.
 - b. Deal with unplanned activities by trading for your planned hours.
 - c. As a rule of thumb, study 2 hours for each hour you spend in class.

3. **Schedule your study times and places wisely.**
 - a. Study at the time of the day you are most alert.
 - b. Schedule time to review lecture notes as soon after lecture as possible.
 - c. Pick a study location that is free of frequent interruptions and lots of noise.

4. **Spread out your studying to avoid cramming.** Studies have shown that as much is learned about a subject in four 1-hour sessions distributed over four days as in one marathon 6-hour session.

5. **Take study breaks.** Most people can work from 30-50 minutes before they need a break. Limit your breaks to 5-10 minutes. If you are studying for many hours, take some longer stretching or exercise breaks to get your blood circulating.

6. **Structure your study time wisely.**
 - a. Start with your hardest or most boring subject first when you are most alert.
 - b. Develop study patterns by trying to study the same subject in the same place at the same time every day.
 - c. Use the time between classes to study. These hours are easily wasted. Students who make a habit of going to the library or somewhere quiet to study between classes will finish their work before others who sleep or watch TV during this time.