

Time Management

1. Become more aware of how you are spending your time and use it to help you prioritize.

- Take a blank Learner Weekly Planner or Time Use Chart & fill in the hours you spend on various activities throughout the week.
- After you complete the chart, take some time to look at the information you recorded. You may need to reprioritize by seeing where you should cut back or where you need to devote more time.

2. Keep a record of work you are responsible for in order to organize your time.

- Use a datebook or calendar and jot down assignments, due dates, self-imposed deadlines, exams, class time, study time, etc.
- Keep an assignment book – In your book, write down details on the nature of the assignment, due date, and schedule for completing this assignment.
- Keep a daily or weekly “to do list.”

3. Plan your study time and use it productively.

- Block in specific times to study particular subjects. Ex: Study History Monday 7-9pm. You can use color coding to designate different subjects.
- Think about which subject(s) are most difficult for you and allocate more study time for those. Get in the habit of beginning with the most difficult subject or task.
- Build in “study time” to review your notes before class. In class where you need to recite (large class) or perform (lab), review as close to the class beforehand as possible.
- Build in “review time” – review notes after each lecture while it’s fresh in your mind.
- As you plan study time, separate out “quick reviews” from long blocks of time to read or study. Quick reviews can take place anytime and anywhere – on the bus or subway, while you’re eating lunch, etc. Study time needs to be scheduled.
- Schedule blocks of study time that work best for you. Ex: Study in 1 hour blocks and take breaks in between to recharge to improve your concentration and attention. More difficult materials may require more frequent breaks.
- Try to identify times of day when you are more alert. Are you a morning person or a late night person? Use this knowledge to plan your study time.
- Study “on the run” – This all reinforces your exposure to the material: Put concepts/terms on index cards (with definitions on the back) and flip through them while on the bus or train. Put a list of terms/concepts above your kitchen sink or bathroom mirror so you have continuous exposure to it. Always bring index cards, or books with you to an appointment so you can use “down time” to study.
- Each week, set aside time to review notes from the beginning of the semester for one particular class. If you are taking 4 classes, you will review notes 1x/month for each course.
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4. Get assistance from your family, roommates, etc.

- Create a master schedule that everyone can refer to in order to see what is coming up for each individual member. Identify midterm and final exam weeks research paper due dates, etc.
- Ask family members/roommates to help out by taking care of things around the house. Making arrangements in advance of big project due dates or exams is always helpful.
- Study with your kids, spouse, roommates, etc. (Ex: Make up flashcards and have them test you).

5. Do not procrastinate!

- Do the assignment as soon as you can, while the concepts are fresh in your mind.
- Do not put off an assignment because it seems too overwhelming or too much – break it up into little pieces and work on it step by step.
- Set a series of deadlines for finishing different pieces of a larger project. Set the final deadline a few days before the actual deadline.

Don't get bogged down thinking about how much work you have to do. Getting stressed out about work wastes valuable time you could be spending on the work itself.