

## Time Management Tips Handout

- Set goals. List specific actions to take to reach goals and then prioritize tasks.
- Use a calendar/day timer/electronic planner. Include exams, tests, work hours, social events, etc.
- Organize your week.
- Organize your day. Use "to do" lists (prioritize tasks) on small pocket-size spiral notebooks, index cards, or post-it notes to carry with you. Be realistic. Remember there are only 24 hours in a day, so some items on your list may carry over to the next day's "to-do" list.
- Use daytime study hours. Schedule study time and tasks in between classes. Use "prime mental time" for difficult subjects.
- Take advantage of waiting time. Carry reading, or notes, or flash cards with you.
- Find several good places that allow for concentration. Take control of your study environment. What interferes with your concentration? (Noise, friends or family, TV, phone, daydreaming, sleepy/tired, disliking the teacher...turn off TV, get off phone or internet, get enough sleep, don't study in bed, remember goals, use study techniques).
- Treat your student status like a full-time job. Devote at least 40 hours per week to class and study. Study, on average, 4 hours per day, 6 days a week. Another common rule of thumb is study 2 hours for every hour in class. (Peer Instructor explains that for some classes you will not need this much time; for other classes, you will need more time.)
- Avoid marathon study sessions. You will learn more if you spread study time over several days. Alternate among subjects when studying in several shorter blocks of time for longer study periods. Take breaks.
- Identify and avoid time wasters. What are your favorite time wasters? (TV, internet/Facebook, phone, texting, sleep, video games, shopping.) Notice how others misuse your time. Go to a location where you will not be seduced by time wasters. Establish boundaries/limits.
- Learn to say "no."

- Use good study skills strategies and techniques. Study smarter, not “harder.”
- Set deadlines.
  
- Commit to working on task for just 5 minutes. What happens? You usually end up working longer.
  
- Study or work on project with a study partner or group. Harder to cancel study time if other people depending on you.
  
- Take control of your study environment. For many people, studying in the residence hall room is a bad idea...too many distractions.
  
- Use time management techniques that work for you. If you don't feel overwhelmed, you're less likely to procrastinate.
  
- Ask a friend or family member to hold you accountable. Think about your long-term goals to help you complete tasks.
  
- Time management allows you to participate in other activities that will help you reach your goals. (Holding leadership positions in student organizations; developing communication skills; developing friendships; allowing balance in your life).