

### Time Management Quick Tips

- 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, all commitments, etc. Organize your week. Use time management techniques. If you don't feel overwhelmed, you're less likely to procrastinate.
- 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.
- Take control of your study environment. For many people, studying in the residence hall room is a bad idea...too many distractions. Find several good places that allow for concentration. 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).
- Treat your student status as your full-time job. Devote at least 40 hours per week to class and study, M-F 9-5. 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.
- Avoid marathon/cram 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 short breaks.
- Identify and avoid time wasters. (TV, internet, phone, sleep, video games, cleaning, shopping, going out to eat. Notice how others misuse your time.) Go to a location where you will not be seduced by time wasters. Establish boundaries/limits. Set deadlines. Learn to say "no."
- Use efficient study strategies and techniques. Study smarter, not "harder."
- Study with a partner. It's harder to cancel if someone's depending on you.
- Commit to working on-task for just 15 minutes. You'll usually work longer.
- Time management allows you to participate in other activities that will help you reach your goals. (student organizations; develop friendships; allow balance).

## **Five Steps to Successful Time Management**

1. Set specific academic and personal goals.
2. Create a term calendar, recording major events.
3. Create a weekly schedule of your classes, labs, drill, meetings, etc.
4. Decide on specific times to work on each course. Make it a routine.
5. Make a to-do list for each day the night before or during breakfast.

©Academic Skills Center, Dartmouth College 2001