

## WORDS OF WISDOM FOR MANAGING TIME WELL IN COLLEGE

1. Establish routines that promote your academic success.
  - a. Use a binder or an online organizational system so you can easily find all needed materials.
  - b. Organize your environment, and where you'll always keep your keys, ID, etc.
  - c. Find efficient times and places to study. Your brain will associate your room with sleeping and socializing. Find a place to study where you won't be distracted or tempted by others.
2. Treat Your Academics Like a Job and Aim to Work 9-5 (with flexible hours). *Research shows that 60 minutes of study during the day is equivalent to 90 minutes of study at night.*
  - a. Create a daily study plan of when you'll work on which subjects.
  - b. Use times between classes to do school work and free up your evenings for personal time.
  - c. Would you rather study for 5 hours at a time or an hour a day for 5 days? Spread it out!
  - d. Be prepared to adjust your study schedule when more attention is required.
3. Note All Tests and Due Dates on a Calendar— (paper or digital). Then plan ahead by listing tasks. Establish “do this by this day” deadlines, and note when you'll start working on what.
4. Plan Ahead – Set aside time every weekend to plan what you've got to do that week. (Got 80 pages of reading to do? Consider noting “Mon.: Read pp 1-20, Tue.: Read pp. 21-40...”)
5. Break Down Tasks that you can DO and CROSS OFF – Create lists of what you need to do each day, and tackle your hardest subject first when you're most alert — even if it's just a small part of it. Rather than “Write paper on x,” say, “Provide rationale for x” or “Find 3 quotes.”
6. Work smarter, not harder: Use your time efficiently. - Don't waste your time trying to do work while you're distracted. It'll take you twice as long. Eliminate distractions like TV, videos, texting, social media, etc. Reward yourself with fun stuff AFTER you've finished your work.
7. Study Soon After Lecture Class –Check over lecture notes while they are still fresh in your mind. One hour of reviewing notes soon after class is better than 3 hours of study days later.
8. Conquer Procrastination in 3 Ways:
  - a. Figure out the cause. Unclear assignment? Seek clarity.  
Uninteresting? Ask the professor to explain it's significance.
  - b. Too daunting? Break the task down into subparts and just do one part. Raise the stakes by telling someone how you're going to attack the task (and ask them to check back)
  - c. Can't get started? Set a timer to do it for just 15 minutes. Focus on getting one thing done and don't worry about doing it perfectly. You can tweak the whole thing later.
9. Identify Your Barriers & Use your Resources – Think about what's keeping you from reaching your goals and who can help you overcome that barrier. Writing Center, QR Center, SOAR, tutoring, counseling, professors' office hours...You're paying for these supports...use them!
10. Take Care of Yourself – Did you know ...that sufficient sleep is needed to learn and retain new information? ...that junk food inhibits focus?...that water helps carry oxygen to the brain, and that exercise stimulates cognition? It all matters!

This may seem trite, but to achieve your best you've gotta take care of your brain your body!  
Just as a car won't run without the right fuel and ongoing maintenance, you need that, too. So...

Plan ahead - Get enough rest - Eat healthily - Drink water - Exercise - & Laugh 😊 It'll all pay off!