Mastering Time in College

1 BUILD PRODUCTIVE ROUTINES

- Use a binder or online organizer to keep materials in one place.
- Always know where your essentials (key, ID, notes) are.
- Choose consistent study spots so your brain links them with focus, not distractions.

2 TREAT ACADEMICS LIKE A JOB

- Research shows 60 mins of study during the day = 90 mins at night.
- Make a daily study plan (when + what subject).
- Use gaps between classes wisely.
- Don't cram - spread out study time across the week.
- Adjust your schedule when big assignments/tests are near.

3 NOTE TESTS & DEADLINES

- Write down all due dates in calendar (paper or digital).
- Add "start by this date" notes for each task to avoid last-minute stress.

4 PLAN AHEAD EACH WEEK

- Dedicate weekend time to plan tasks.
- Break reading or homework into chunks (ex: "Mon: Read 1-20, Tue: 21-40").

5 NOTE TESTS & DEADLINES

- Create detailed to-do lists with specific actions.
- Instead of "Write Paper," write "Draft Intro" or "Find 3 sources."

6 WORK SMARTER, NOT HARDER

- Avoid multitasking - distractions double the time it takes.
- Eliminate TV, social media, or texting while working.
- Reward yourself after tasks are finished.

7 REVIEW SOON AFTER CLASS

- Look over lecture notes while fresh.
- One hour of review right after class = better than 3 hours later.

8 BEAT PROCRASTINATION

- Ask yourself: What's blocking me? (unclear? boring? overwhelming?).
- Break tasks into smaller steps.
- Commit to 15 mins - often, getting started is the hardest part.

9 USE YOUR RESOURCES

- Tap into tutoring, professors' office hours, writing center, QR Center, or counseling.
- Don't struggle alone - you're already paying for these supports!

10 TAKE CARE OF YOURSELF

- Sleep fuels memory and focus.
- Eat healthy foods (skip the junk crash).
- Drink water, exercise, and laugh often.