

## TIME MANAGEMENT “WORDS OF WISDOM”

- ① Use a calendar or day planner - it will organize your time and help you to truly see what needs to be done. Transpose all your quizzes, tests, and assignment due dates there.
- ① Establish healthy routines.
  - Organize your environment, and always keep your possessions in a known place.
  - Go early to class to review notes and allow for “the unexpected.”
  - Find efficient times and places to study. Your brain will associate your room with sleeping and socializing. Find a place to study (like the Library) where you won't be distracted or tempted by others.

*\*\*Use Daylight Hours - Research shows that 60 minutes of study during the day is equivalent to 90 minutes of study at night\*\**

- ① List and Do Tasks According to Priorities - Study your hardest subject first. Begin a study session with the material that is the least stimulating or most difficult, so that you can get it out of the way while your mind is most alert.
- ① Use your time efficiently - Don't waste your time trying to read for a test during your favorite television show. Read before hand and reward yourself by watching the show stress free.
- ① Study Soon After Lecture Class –Check over lecture notes while they are still fresh in your mind. REMEMBER- one hour of study immediately after class is probably better than two hours of study a few days later.

*\*\*One study showed that students who wrote a 5-minute summary of notes following a lecture remembered 1 ½ times as much material—even when tested 6 weeks later-- as students who did not review and were tested the next day\*\**

- ① Take Advantage of Small Breaks - use those scattered one or two hours between classes for reviewing or reading so that you'll have free time later on.
- ① Use your Resources - participate in group study or schedule time with a tutor for subjects you do not understand. Know your professors' office hours and plan to seek advice from them.
- ① Allow Time Each Week - to plan and adjust your schedule when intense studying is required
- ① Avoid Time Bandits – You know what they are. Don't get sucked in unless your work is done.

Procrastinating? Talk with someone about how you're going to attack the task.

Can't get started? Agree to do it for just 15 minutes. Focus on getting one thing done and don't worry about doing it perfectly. If you get started early, and break it into manageable parts, you will allow more time to improve the final product. Buy yourself some treats and then reward yourself for taking steps towards getting it done.

- ① Take Care of Yourself – Eat healthily. Drink water. Exercise. Get plenty of rest. Enjoy getting smarter each day. Laugh as often as possible.