

Set up Study Schedule

Schedule Time to Complete:

- * Write the time you plan to do each task
- * Make copies of fixed commitment calendar

Good Study Environment: make sure your place of study enables concentration and avoids distractions:

Cell phone

Instant messaging

Turn off TV and radio

Do Difficult Assignments First:

Get these assignments out of the way because you can do easy assignments even if you're tired.

Avoid Procrastination:

Students procrastinate because the assignment seems:

- * Too difficult
- * Irrelevant
- * Confusing or boring

To reduce procrastination, set goals and priorities, and plan rewards.

TIME MANAGEMENT



Time Management

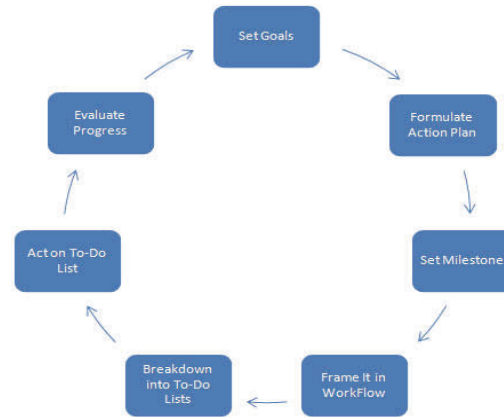
Why is time management important?

- * Helps you regulate your schedule
- * Helps you juggle class, full time jobs and home responsibilities
- * Learning how to manage your time is critical for college success
- * The amount of time you spend working on assignments and preparing for your exams has a big impact on your college success

Evaluate your time use now

- * The first important step of time management is to find out how to use your time use now
- * How much time should you spend on your academic tasks, sleeping and the rest of your life?
- * If you are a full time student you should spend about 1/3 of your time on each task
- * Keep a time log to see what you spend your time on during the day
- * Keep track of how much time you spend on studying, reading, taking notes and preparing for exams
- * Write down how much study time you spend on each class each day

Time Management Workflow



Class difficulty?

Ratio of time. For every 1 hour in class spend at least 2 to 4 hour studying. Some classes will need less time depending on their level of difficulty and you.



Identify Time Available

Tired of staying up all night and trying to get everything done for the next day? Need help trying to find time to study and do homework so you don't get overworked? One way would be to find out how much time you have available to study. Find out the other time you have already committed to other activities. Create a fixed commitment calendar. A fixed commitment is something you do everyday, once a week, etc. around

Organize your study time.

There are many ways to organize your study time. Create an assignment calendar. Make a calendar for each month in the semester. Fill in assignments from all of your syllabi, including tests, quizzes, and exams. Make sure to put it somewhere you can see it and 2 months up. Put them next to each other, not one in front of the other. So when the month is almost done, you will be able to see what is due say the first week of the next month

Other ways:

- * Running task list
- * Daily To-Do List

Remember to write Study GOALS.