



Academic Advising & Support Office

Time Management

Plan, Plan, Plan

- Use an agenda, planner, or weekly schedule to keep track of what has to be completed each week
- Follow a schedule
 - It might take some time to set up, but in the end it is completely worth it (see *Weekly Schedule Template* or *Student Course Schedule Worksheet*)
 - Creating Your Master Schedule
 - Remember to schedule or plan a general time allotment for meal and leisure times
 - Write down any activity that is not going to change week to week
 - Classes, Work, Sports, Clubs, Activities
 - Blocks of time
 - Try to find a minimum of eight hours per week between 9am and 5pm to focus on studies and assignments
 - Use bigger blocks to concentrate on big assignments, and smaller blocks on smaller assignments
 - Write down your dedicated study times
- Respect your professors, your fellow students, and your own time
 - Being late to class is disruptive to the entire class

Avoiding Procrastination

- Remind yourself of the possible consequences of not getting started on an assignment
- Create a to-do list
- Break big projects or assignments into smaller steps
- Promise yourself a reward after finishing a task
 - Watching TV, going out with friends, etc.
- Find your ideal place to study without distractions and interruptions
- Eliminate social media distractions
 - Cellphones, Facebook, Twitter, Email, YouTube, etc.

Work When You Are the Most Alert

- You are the most alert in the mid-morning and mid-evening, complete mental tasks during these time periods
- Active tasks should be completed when you are the most tired, mid afternoon
- Try not to oversleep on the weekend
- Read in the morning and review in the afternoon

Staying Organized

- Find the best place to study for you
- Try not to study on your bed
 - o It might lead to falling asleep while studying or associating your bed with study time
- Simplify your workspace by finding a place for everything you have: book bags, pencil cases, binders, and textbooks
- Label, Label, Label
 - o Label binders and separate different parts of the class with dividers
 - Notes, Labs, Quizzes, Homework, etc.
- Use only one binder or notebook per class
 - o Do not try to save materials by having multiple courses per binder or notebook, the chances of misplacing notes or handouts increases dramatically
- Clean up after each study or homework session
 - o Eliminating clutter will help you stay focused in the end