

Time Management

Time management involves creating and following a schedule in order to organize and prioritize your studies. Learning to manage your time effectively is a useful skill you can take into your work and life beyond college.

Knowing how you spend your time should help you in planning a schedule, so start by trying to:

- Monitor your time and activities for a few days
- Think about how you spend your time
- Become aware of when you are wasting your time
- Work out the times when you are most productive: ie. mornings or evenings?
- Try to keep a record of what you are doing and how much time you spend on it

Once you have an idea of how you use your time you can:

Make up a ‘To do’ list

- Write down all the things you have to do
- Decide what is most urgent and what can be left for later

Have a daily/weekly planner

- Write down appointments, classes, and meetings on a chronological log book or chart.
- Always know what’s ahead for the day
- Aim to go to sleep knowing you’re prepared for tomorrow

Have a long term planner.

- Use a monthly chart so that you can always plan ahead
- Long term planners also remind you to plan your free time constructively

Planning an effective study schedule:

- Prioritize assignments
- Prepare for discussions before you go to class
- Schedule time to go over lecture material immediately after class;
- Remember: forgetting is greatest within 24 hours without review
- Schedule fifty minute blocks of study
- Choose a place free from distractions to study
- Schedule as much study time as possible during daylight hours
- Schedule a weekly review
- Plan to use “dead time,” or time during which you would usually not be doing anything
- Be careful not to become too rigid with your schedule.
- Allow sufficient time for sleep, a well-balanced diet, and leisure activities

The satisfaction of “crossing off” the completed task can yield a sense of accomplishment, and even a little sense of reward!

