

TIME MANAGEMENT

Knowing how to manage your time is a necessity in order for you to meet the various and numerous demands of college.

Schedule your time by taking the following steps:

- Create a *Time Schedule* by charting the days and hours of your week to include time for courses, study, work, sleep, meals, travel time, and recreational activities.
- Maintain a *Weekly Appointment Book* to include due dates for assignments, tests, study group meetings, appointments, and other activities.
- Keep a daily *To Do List* for each day of the week that prioritizes tasks which must be completed that day. Check off items as they are completed.

Give consideration to the following:

- Try to schedule study time for a subject just before or just after the class meets.
- Schedule study time for your most difficult subjects when you are most alert.
- Do not schedule study time for one subject for too long at one time. After an hour or so, most people find efficiency is reduced. Try to change to a dissimilar subject, e.g., from sociology to mathematics.
- Do not schedule exceedingly long study sessions. Few people can study with any effectiveness for more than three hours without a substantial break.
- Try to stop at an interesting place.

Know yourself: Consider how you best learn, the best time of day to schedule certain tasks, and your personal likes and dislikes.

- If you know you expect to take a half-hour "coffee break" some time between 9:00 and 10:00 every morning, do not schedule that time as an "hour of study."
- Do not expect to get up early in the morning, expend your energies in exhausting activities all day, and then still expect to study at night. Do your studying when you are alert and energetic. "Run around" when you need to relax.
- Decide if you are a "night person" or a "day person" and arrange your schedule accordingly, but be honest in your evaluation. Of course you'll be tired if you stay out late every night. Spend a week getting to see which is right for you.
- Do not rationalize that you can study well with many enticing distractions. TV, conversation, reminders of previous exciting activities (e.g. souvenirs and mementos) should not be within your sensory sphere.

When you have developed a realistic, balanced schedule, stick to it:

- Discipline yourself to follow your schedule.
- Avoid allowing yourself to be drawn away from scheduled tasks.