TIME MANAGEMENT

Time management is simply the organization and utilization of time. It enables you to not only improve grades and assure completion of assignments, but to maximize your enjoyment of recreation and relaxation. By organizing your time using a schedule, you will develop a plan of living and studying.

Purpose

1. Time management helps you get started.
2. Time management decreases school-related stress and makes studying more manageable.
3. Time management creates more time for recreation and relaxation.

Suggestions for organizing and managing your time

1. Start your time management plan at the beginning of the semester, readjusting as new situations or challenges arise.

2. Prioritize your activities (study first, fun later!). You will be able to enjoy your activities guilt-free after you complete your studies.

3. Evaluate your study needs for the semester.

4. Make the study time fit the class. The amount of study time depends on five factors:

   1. Your abilities
   2. The difficulty of the class
   3. Your knowledge/background of content area
   4. The grade you hope to achieve
   5. How well you use your study time

   **General rule:** Study two hours for each class hour.
   Study one hour for each lab hour.
1. Find out how much studying you are doing and how much time you are wasting (Time Log), in order to assess how your time is being spent.

2. Know your peak hours of alertness as well as where and under what conditions you study most effectively.

3. Develop the notebook habit. Use a small appointment book or notebook and make a daily checklist.

**On the checklist:**
1. Identify what needs to be studied.
2. Record appointments.
3. List things to do.
4. Record important dates.
5. Record important address/telephone number.

4. Set up a monthly calendar. This will prevent cramming and overcommitment and assure quality work.

**On the monthly calendar:**
1. Record exams dates.
2. Record assignment/project due-date.
3. Record other significant events.
4. Break large assignments/projects into smaller tasks and include a deadline for each task.
5. Add information as it arises during the semester.

5. Prepare a weekly schedule

**On your weekly schedule:**
1. Fill in your class schedule.
2. Record all regularly scheduled activities (work, meetings, commitments, etc.).
3. Include the PLRS Cycle; schedule a preview time before each class and a review times after each class.
4. Schedule intensive study periods utilizing free blocks of time before, between and after classes.
Remember:

- Study some every class day; develop a study habit.

- Be flexible in utilizing your schedule. This will allow you to accommodate events (finals, midterms, projects), and replan as needed. It’s not necessary for you to be a slave to your schedule. It should be seen as a predetermined plan that is a tool in allowing you to make the best use of your time.

- Be realistic. Do not underestimate or overestimate your study needs or what you can actually accomplish.

- Work in blocks of time.
  1. Schedule for each block 50 to 60 minute blocks of time.
  2. Allow 5 to 10 minute break between blocks to improve concentration.
  3. Before a break, give closure to your subject; stop at a logical place (e.g., end of a section or chapter).
  4. When resuming studying, briefly mentally review and summarize the content covered prior to your break. This will reinforce the information and recreate the mindset held before the break.

10. If you are a working student, use the 15-20-25 formula. This will allow for 15 hours of class time each week, 20 hours of work and 25 hours of study.

11. Schedule time for regular exercise at least 3 times a week, preferably in the late afternoon. Research indicates that exercise reduces tension, promotes a sense of well being, and enhances brain function.


13. Schedule a free day for fun and recreation. Reward yourself for managing your time well. Recreation and relaxation will psychologically relieve you of the tensions and the pressures of school. Sunday may be an excellent day to review and catch up on back work or to prepare ahead.
Remember:

It is not how much time you allocate for study that counts, but how much you learn when you study.

You will have enough time to take a full course load, to study, work, and have a healthy lifestyle, if you manage your time well. **Only you can make it work!** Make your time work for you, not against you.