

Time Management

Get organized by using:

1. Monthly calendars – Get out your syllabus from each course and mark the test dates, paper due dates, project due dates, midterms, final exams for EACH course on the appropriate dates of your calendar. *Now you can see your BUSY times and can plan accordingly! Post each month on the wall by your desk.*
2. Weekly schedules – Start by filling in all of your regular activities like attending class and labs, eating 3 meals a day, scheduled meetings, work times, athletic practices, etc. Now the empty spots represent your discretionary time. **You have complete control of your discretionary time.** These hours are for studying, group studying, recreation, and socializing. Plan for these hours also. *Post this weekly schedule on the wall by your desk.*
3. Daily Planner – Use this to write down assignments and other responsibilities.
4. The To-Do List – Some students use the daily planner for this and others create a separate list. One recommendation is to have only ONE list. Prioritize the items on your list by marking them as A (must do), B (should do), and C (want to do). Be realistic and flexible and don't over-schedule yourself. Learn to say "NO".

Set priorities so that you can:

- Determine what needs to be done first, second, etc.
- Weigh the consequences of your choices to study or socialize or sleep.
- Consider how your decisions will affect your future.

Develop study strategies that use your time wisely:

1. Study every day! Some studying each day is better than many hours in one long session. Learn as you go each day so that you can eliminate cramming.
2. When you have a big project looming, use the "eating an elephant" strategy and do it bite by bite. Set deadlines and keep them for portions of the project as you work toward completion of the project.
3. Review your lecture notes immediately after class. Repetition is key to learning.
4. Make flash cards and review them when you have those 10 or 15 minute gaps between activities or classes. Repetition is key to learning.
5. Study intensely for 45 to 60 minutes and take a short break between study periods. The mind remembers information better that way.

Get **proper sleep** and eat right so your body can be an asset instead of tired and improperly nourished.

Procrastination causes more stress than joy. **DO IT NOW!**