



10 Time Management Tips

1. *Make class time your best study time - Come prepared & listen attentively*
 - No time to read the whole assignment? At least survey it!
 - Review notes from the previous class, before class
 - Paraphrase what the instructor says in your own words
2. *Make a daily list - Prioritize the items*
 - Keep it short - 5 or 6 items - both academic and personal
 - Set small specific goals – E.G., read 5 pages in psychology
3. *Make a weekly schedule* (done once a semester) of all classes, work, extracurricular activities, housekeeping duties, sleeping and eating – leave blank spaces to fit in activities as they come up
 - Schedule study time at an average ratio of 3 hours of study per 1 hour of class/week
4. *Use your daylight hours and minutes - Stay on campus* - Find a quiet place to study & pre-read
 - Use time in between classes & set up blocks of time for study
 - Review notes right before class & right after class
 - Memorize important terms (3 x 5 cards) - Make a list
5. *Make a semester calendar*
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