Time Management Strategies

First: try our exercise in Time Management

Strategies on using time:

- **Develop blocks of study time**
  About 50 minutes? How long does it take for you to become restless?
  Some learners need more frequent breaks for a variety of reasons
  More difficult material may also require more frequent breaks

- **Schedule weekly reviews and updates**

- **Prioritize assignments**
  When studying, get in the habit of beginning with the most difficult subject or task

- **Develop alternative study places free from distractions**
  to maximize concentration

- **Got "dead time"?**
  Think of using time walking, riding, etc. for studying “bits”

- **Review studies and readings just before class**

- **Review lecture material immediately after class**
  (Forgetting is greatest within 24 hours without review)

- **Schedule time for critical course events**
  Papers, presentations, tests, etc.

Try the University of Minnesota's Assignment Calculator

Develop criteria for adjusting your schedule
to meet both your academic and non-academic needs

Effective aids:

- **"To Do" list**
  Write down things you have to do, then decide what to do at the moment,
  what to schedule for later, what to get someone else to do, and what to put off for a later time period

- **Daily/weekly planner**
  Write down appointments, classes, and meetings on a chronological log book or chart.
  If you are more visual, sketch out your schedule
  First thing in the morning, check what's ahead for the day
  always go to sleep knowing you're prepared for tomorrow

- **Long term planner**
  Use a monthly chart so that you can plan ahead. Long term planners will also serve as a reminder to constructively plan time for you.

Reference: [www.studygs.net](http://www.studygs.net)