



Time Management

Have a plan

Know what you want to do, and where/when you plan to do it. We don't plan to fail, we fail to plan.

Use the distributive studying technique

Study at shorter intervals over several days rather than cramming in one long study session. Spacing improves later recall.

Schedule review time

Set aside time for review either before or after class. For a lecture course, set aside time after class to review and expand your notes. For a course that is more discussion-based, the time just prior to class should be reserved for review.

Alternate your study environment

Your mind and body make associations between what's being studied and the environment. Multiple associations with the same material helps to improve retention and recall.

Study as soon after class as possible

Check over lecture notes while they are still fresh in your mind. Remember—*one hour of study immediately after class is better than two hours of study a few days later.*

Use odd hours for studying

Those scattered hours of time between classes are often wasted. Using this time for research or review will result in free time later on.

Set a one-hour limit

After reading or studying for an hour, take a 10-minute break. Make it an actual physical break.

Practice the 10-minute rule

Work on something you're dreading or tempted to put off for at least 10 minutes. Set a timer.

Study on the weekends

Some time should always be set aside on the weekends to work on special long-term papers or projects. You can also use time on the weekend to catch up on regular reading assignments and to prepare for the week ahead.

Reward yourself

Set reasonable goals and reward yourself when they are accomplished.