


Time Management

Developing time management skills is a journey

- needs practice and other guidance along the way.
- **One goal is to help yourself become aware of how you use your time**
- **Set goals-for now and for later**

How to use time wisely

- **Using time as one resource**
 - in organizing, prioritizing, and succeeding in your studies
 - competing activities of friends, work, family, etc.

Strategies on using time:

- **Develop blocks of study time...
About 50 minutes?**
- **How long does it take for you to become restless?**

Strategies on using time:

- **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**

Strategies on using time:

- **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**

Strategies on using time:

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

Strategies on using time:

- **Review studies and readings
just before class**
- **Review lecture material
immediately after class
(Forgetting is greatest within
24 hours without review)**

Strategies on using time:

- **Schedule time for critical course
events
Papers, presentations, tests, etc.**
- **Fill out a schedule that includes time
for these critical course events.**
- **How long will it really take you to
research the paper, to write the paper,
to type the paper and to proof it?**

Time Calculator

- **Develop criteria for adjusting your schedule to meet both your academic and non-academic needs**
- **Distinguish between the two**
- **For instance 10 hours of family commitments versus 10 hours of academic commitments**

Effective aids:

- **"To Do" list**
Write down things you have to do, 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
 - be fair and practical!

Effective aids:

- **Daily/weekly planner**
Write down appointments, classes, and meetings on a chronological log book or chart.

Effective aids:

- **Or 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 Planning

- **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 yourself

Long Term Planning

- **How can you make commitments
unless you plan ahead.**
- **This works with dental appointments,
trips, maintenance for your car,
paying bills AND remembering
Mother's Day**
- **Writing it down helps!**

Long Term Planning

- Time yourself getting dressed
- Driving
- Reading
- Eating
- Talking on the Phone
- Surfing the Web
- They all take away from study time
