## Time Management

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Select your course load by balancing your work schedule with your college courses.

If you work
- 40 hours per week: 6 credits
- 30 hours per week: 9 credits
- 20 hours per week: 12 credits

For every hour of class instruction you should set aside 3 to 4 hours of study time, including preparation and review times.

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Recruitment, Retention, & Tutorial Services

Charleston Campus - 651-7367
Cheyenne Campus - 651-2626
Henderson Campus - 651-3103
Strategies for Effective Time Management

Make a Tentative Weekly Schedule

1. List all fixed activities such as classes and work.
2. Add time needed for meals, sleep, job, travel, and grooming.
3. Estimate and list time needed for studying each subject, generally 2 to 3 hours per credit per week.
4. Find your periods of peak efficiency and periods when you are likely to have the best study conditions. Plan to study your most difficult subjects then.
5. Use time between classes for reviewing and revising notes from the preceding lecture, and for preparing for the next lecture by reading assigned materials.
6. Schedule each study period as close to that class meeting as possible.
7. Avoid learning interference by scheduling the study of unlike subjects consecutively OR by taking a break when studying similar subjects.
8. Plan time in your schedule for recreation.

Tips for Managing Time

Buy a Monthly At-A-Glance Calendar
Each semester, write all test dates, assignment due dates, and important deadlines. This serves as a visual reminder for you to plan ahead.

First Things First
Concentrate on one thing at a time.

Prioritize: To-Do Lists
Plan your day each morning or the night before, and set priorities for yourself.

Schedule Yourself
Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.

If It's Disruptive, Turn It Off!
Cell phone, TV, or anything else that disrupts your concentration.

Reward Yourself
Try rewarding yourself when you get things done as you had planned, especially major ones.

Deadlines
Be sure to set deadlines for yourself whenever possible.

Prioritize Again
Remind yourself, “There is always enough time for the important things.”

Avoid Getting Over-Committed
Learn to say NO to too many activities.

Adapt Your Schedule to Changing Situations

- Allow longer periods in your schedule for term papers and projects during the weeks when you need to work on these.
- Plan your final exam review schedule at least three weeks ahead. Plan for intensive review several nights before the exam and to use the night before to go over concepts that are still fuzzy.
- Allow some unscheduled time in case emergencies should arise.