



Time Management Suggestions

1. Don't waste time feeling guilty about what you haven't done. Just move ahead.
2. Use a personal planner or monthly calendar to track assignments, tests, and other important due dates or events.
3. Keep a list of specific items to be done each day, arrange them in priority order, and then do your best to get the important ones done as soon as possible.
4. Train yourself to go down your to-do list without skipping over the difficult items.
5. Give yourself time off and special rewards when you complete important tasks.
6. Once on campus, stay on campus. Avoid useless trips back to your apartment or room unless you have a definite purpose to accomplish.
7. Give yourself enough time to focus on high-priority items.
8. Concentrate on one task at a time.
9. Keep pushing and be persistent when you sense you can be a winner.
10. Set deadlines for yourself.
11. Frequently ask yourself: "What is the best use of my time right now?"
12. It ain't over till it's over. Your paper isn't finished until the last word is typed; the semester isn't over until the last exam is done. Do 100%. See your work through to completion.

Tips for Setting Up a Study Schedule

1. Find a good place to study and keep it organized.
2. Make sure you have the necessary study items (textbooks, notes, pencils, etc.).
3. Make your study periods fit the length of time you can concentrate effectively. Plan for periods of study, rest, and relaxation. A short, active break (taking a 10-minute walk, for example) every hour or so will keep you alert and relaxed.
4. List academic tasks according to priorities.
5. Use a schedule to achieve your goals. Revise your schedule when your goals change.
6. Go to sleep each night and get up every morning about the same time. You'll be more alert and will be able to study more effectively.