25 TIPS FOR BETTER TIME MANAGEMENT

☐ Commit ahead of each study session to what, where, and when.
☐ Set a specific goal for each study session (e.g. read 10 pages, bullet key points)
☐ Set a “time goal” and compare with “time spent”. Make adjustments moving forward.
☐ Make use of times of day when you are most alert and schedule accordingly.
☐ Begin with difficult assignments and subjects first.
☐ Let go of marathon sessions & set reasonable goals (e.g. study for 45 mins, take 10 break)
☐ Switch tasks/subjects periodically instead of working on the same task all night.
☐ For one full week, keep a log of your time use and examine areas for improvement.
☐ Break down tasks into smaller parts and work towards little goals each day.
☐ Utilize in between time or waiting time to work on a piece of a project or assignment.
☐ Make a long-term schedule and fill in a time schedule with projects, exams, papers.

Put it somewhere with high visibility.
☐ Identify two locations where you work best. Alternate between them consistently.
☐ Put your smartphone out of reach during work sessions (e.g. in a drawer or book bag out of sight)
☐ Organize paper handouts more efficiently (syllabi, class notes, assignments)
☐ Set weekly goals and commit to them by writing them down.
☐ Use a daily “to do” list – prioritize and attack top items first.
☐ Schedule two hours of study time for each hour of class.
☐ Discover rewards you can use for yourself for time well used and schedule those activities. Frequent rewards are better motivators.
☐ Ask yourself, “What is the best use of my time right now?” – and do it!
☐ Set longer term goals for the quarter and use them to create shorter term goals.
☐ Preview material to study before you begin reading.
☐ Notice how your time is misused and eliminate those tasks/activities.
☐ Keep separate lists for different kinds of tasks (e.g. chores, course, student organization)
☐ Be flexible, re-adjust, and re-prioritize as needed to meet unforeseen challenges.
☐ Practice relaxation and adopt a forgiving attitude toward yourself. Remember you are doing the best you can and learn from your mistakes.