



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.