

Time

Management

Tips

Find a place where you can study that is free from distractions. *This place is definitely not your room. A great place is the library or an empty classroom.*

Prioritize! Prioritize!

Prioritize! *Determine what is most important and spend your time on these things first.*

Divide big jobs into workable steps. *If you need to read 50 pages for a class, read 25 pages one night and 25 the next.*

Establish daily and weekly goals for yourself. *These goals should be realistic and when you complete them reward yourself. Use “To Do” lists to track progress toward achieving your goals.*

Use the “in-between” times of the day. *This is the 10 minutes waiting for the Orbit bus or the 20 minutes waiting for a friend to pick you up. If you utilize all this time you will be surprised how much you can get done.*

GET STARTED NOW! *There is no time like the present time, so get to it.*

Just say “NO!” *One of the hardest things to do is tell your friends you can't do something with them, but they will understand because they are students too.*

Study difficult subjects first. *We devote more energy and concentration to the first study task, so the task that takes the least effort should be done last.*

Prepare for each day ahead of time. *The best way to be organized is to go to bed organized. Plan your next day's activities the night before.*

Keep a weekly and monthly calendar. *When you keep track of your days you will be able to see when you have extra time. The monthly calendar will help you anticipate upcoming assignments and events.*