

# Time Management

Many **time traps** can take your time away from studying. Some of these traps include socializing with friends, watching television, and procrastinating. An important part of your first year in college involves learning the principles of good time management and learning ways to organize and use time effectively. Here are some tips to get you started.

## Set goals for yourself

- Long-term and short-term goals will motivate you and help you set priorities
- Set daily goals that include a time period and a specific task

## Write down all of your assignments

- Record assignments and due dates in your planner

## Make daily and weekly lists

- Make “To Do” lists to help you accomplish more and forget less
- Prioritize your list and check off completed tasks

## Don't procrastinate

- Plan and set realistic goals – stay committed to your personal schedule
- Identify the source of your procrastination and make small changes to avoid it

## Use your peak periods of concentration for difficult assignments and projects

- Identify when you study and learn at your best and build your schedule around those times

## Review your notes regularly

- Review your notes before and after class

## Plan for 2-3 hours of study time for each hour spent in class

- Most of your college work takes place outside of the classroom and brings together lecture notes, assigned readings, and research activities
- Use the time between your classes effectively

## Distribute your study time

- Study in small amounts over several days instead of several hours in one day
- Take frequent breaks between time spent studying

## Don't be afraid to say “no”

- Remember that your priority in college is your academic work – Don't be afraid to say “no”
  - Identify activities that take up a lot of time – What can you do to reduce them?
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## Additional Tips to enhance your academic life:

- Type all of your papers, staple them, and use spell check. Revise!
- Set goals, get organized, and plan. Make your goals concrete and specific.
- Use a dictionary to look up words in your reading that you do not know or understand
- Attend lectures and events on campus that stimulate your curiosity
- Utilize campus resources available to you
- Explore different areas of your life and try something new!