



Time Management and Study Tips

MAKE A PLAN

- * First, the long-term (month/semester), then short-term (weekly, daily).
- * Weekly planning is the most effective.
- * Make a daily to-do list before you go to sleep for the next day and be realistic!

WHEN

- * Study difficult subjects first, then reward yourself by doing the easier ones.
- * Know the best time of day for you and be honest about late night efficiency.
- * Study after exercise -- use those endorphins.
- * Use waiting time well; review notes, make lists, etc.

WHERE

- * Use a regular study area that's not in your room and think of it as your office.
- * Study where you'll be alert. (Don't use your bed.)
- * Find a space in one of the libraries -- explore all of them on campus.

GOOD ADVICE

- * EAT well. Don't replace protein with caffeine.
 - * SLEEP at least 7 hours a night. MOVE at least 30 minutes every day (walk, swim, work out, yoga, dance, tennis, etc.) PLAN exercise 3 times/week.
- * Take a break when you need it. Good rule of thumb: 10 minutes every hour.
- * BREAK IT DOWN: Avoid marathons -- retain and accomplish more in smaller chunks of time.
- * JUST DO IT: Set a timer for 10 minutes -- helps procrastination.
- * Reward yourself AFTER a planned study session, not before. (Facebook, email, phone, etc.)
- * Agree with roommate about study time.
- * Turn off (and hide) phone and computer; remove temptation to text or email.
- * Hang a "do not disturb" sign on your door.
- * On Fridays, plan and make a to-do list for the weekend. If you have time during the day, start some homework that's due Monday.
- * Study for short, focused periods on Sat. and Sun. -- leave the night open for relaxation and better sleep to avoid becoming anxious about the week ahead.