

## Finding the Time to Study!

Have you been telling yourself that you need to study harder? Instead, maybe you need to study smarter by making better use of your time!

**According to research, college students who manage their time well have the following profile:**

- they set short-term goals,
- they use planners and to-do lists,
- they tolerate some level of disorganization, and
- they feel in control of their time

### SET SHORT-TERM GOALS

While you will have some semester-long projects, most of your time is spent handling weekly assignments and commitments. **Set goals for projects due in a few days and in a few months.**

### CREATE A PERSONALIZED TIME MANAGEMENT SYSTEM

**Write down everything that you must accomplish** including semester projects and weekly assignments, appointments, and errands. Writing a list forces you to prioritize your goals and commitments.

### TOLERATE THE WEEKLY CHAOS WHILE FEELING IN CONTROL

**Use a planner or a PDA to keep track of your goals and commitments.** You may think you can't possibly use a planner because your life is so unpredictable. Life may not be predictable, but it can be manageable if you use a planner to maximize your time. Then when life hands you a crisis, you will have time to respond to it

**Control your time by learning to say "no thanks" to activities that interfere with your studying.** Make a decision that your studies come first. When you feel in control of your time, you can focus on your course work. And you will find that you will have more time for other activities.

**Use Form A to organize a weekly study schedule. Post your schedule above your desk.**

- Use the color code to block off class time, your work schedule, SI sessions, study group time, tutor appointments, meetings, and exercise.
- Plan for at least two to three hours of study time for every class hour.
- Use early morning hours to organize your day and to preview lecture material.
- Use time between classes to review your class notes, edit papers, and see professors or teaching assistants.
- If you live off campus, listen to tape recordings of class lectures while commuting. If you ride the bus, use your travel time to review terms, brainstorm for a paper topic, or memorize formulas.

**Use copies of Form B to set priorities each week.**

- Select a day each week to pencil in your weekly academic and personal goals on the top half of the form. Many students set their weekly goals Sunday night or Monday morning.
- Use the bottom half of the form to list what you need to accomplish each day as well as any appointments or meetings you've made.

### PLANNERS OR PDAs

**Select a planner or PDA that suits your personal style and budget.** You'll have a variety to select from; however, the best academic planners offer you a week at a glance.

### EXPERT HELP

**The ESS staff members are time management experts.** Drop by Sears 470, or call 368-5230 to arrange an appointment.