

## TIME MANAGEMENT TECHNIQUES

*Circle the dot for items you ALREADY are doing:*

### YOU AND THE OUTSIDE WORLD:

- Agree with roommates about study time
- TURN OFF TV, AOL & AIM, cell phones, & turn DOWN music
- Avoid sight and noise & distractions
- Notice how others misuse your time
- Learn to say “no” & post a “DO NOT DISTURB!” sign on your door
- Ask self-awareness questions:
  - “What is one step I can complete to begin toward this task?” Break large tasks into smaller steps.
  - “Am I beating myself up?” or “Am I a perfectionist?” Be realistic – get *something* done, even a small task.
  - “How did I just waste time?” Study your own habits as a student.
  - “Would I pay myself for what I’m doing right now?” Be honest in evaluating your habits.
  - “Can I do just one more thing?” Stretch yourself.

### STUDY TIME:

- Plan 2 study hours for every 1 class hour time
- 24-hour rule = skim class material for 10-15 minutes within 24 hours  
Statistics show you increase recall by nearly 70%
- Study difficult or boring subjects first at least some of the time.
- Avoid scheduling marathon study sessions
- Know your MOST ALERT time of day and use that best
- Use “waiting time” – when you’re waiting on friends, etc.
- Avoid studying late all the time when your mind & body are tired

### STUDY PLACE:

- KNOW several of your most effective study spaces; not favorite relaxing spaces, but effective study time environments
- Find a fresh study place when productivity drops in one environment
- Choose a place that minimizes sight and sound distractions
- Use library & empty classrooms. Get out of noisy, distracting dorms
- Not too comfortable. Sit firm but comfortable chairs – Stand or walk & talk to yourself – alert & multiple learning styles reinforced