

## Tips for Time Management

1

### During class

- Come prepared
- At least review notes from previous class
- Paraphrase what the professor says in your own words
- Listen attentively

2

### Make a weekly schedule

- Make a schedule of your week of all classes, work and extracurricular activities, and extracurricular activities, housekeeping duties, sleeping and eating
- Blank spaces to fit in necessary activities as they come up
- Schedule study time at a ratio of two hours of study per hour of class.

3

### Make a semester calendar

- Wall or desk calendar for major exams, due dates and meetings
- Pocket calendar - reminder of classes, appointments, meetings, errands



4

**Concentrate on one thing at a time.**

- Plan and take study breaks, study 30-40 minutes with 5-10 minute breaks



5

**Don't forget**

- Set deadlines and reward yourself.
- Be realistic in your expectations of yourself
- Don't procrastinate
- Instead of trying to get it perfect - just do it