

# Time Management Tips

- Be aware of your best time of the day. Everyone is different; however daylight hours have proven to be more productive.
- Keep monthly, weekly, and daily calendars.
- Plan two hours of study time for every one hour in class.
- Study difficult or boring subjects first.
- Avoid marathon study sessions.
- Plan daily, weekly, and monthly test reviews.
- Use waiting time for mini-review sessions.
- Agree with roommates about study time.
- Notice how others misuse your time.
- Turn off the phone, television, and internet.
- Learn to say no...don't get overcommitted.
- Determine priorities.
- Lighten up...you don't have to be perfect.
- Take breaks...don't study longer than 50 minutes without a 10 minute break.
- Ask yourself...How do I waste my time?
- Ask yourself...Would I pay myself to do what I am doing right now?
- Ask yourself...Can I do just one more thing before I call it a day?

