



## Time Management: Top 10 Principles of Scheduling

Planning your schedule is an important part of time management. Before you plan your schedule, consider the following principles.

1. **Make use of daylight hours.** Research shows that each hour used for study during the day is equal to one and a half hours at night. This means trying to make use of free hours during the school day. These are the most effective yet most often wasted hours.
2. **Study before a class that requires discussion or frequently has pop quizzes.** The material will be fresh on your mind.
3. **Study immediately after lecture classes.** Retention and understanding are enhanced by studying right after class. Use this time to fill in gaps in your notes and to review information you have just learned.
4. **Study at the same time every day.** A student should have certain hours set aside for study that are treated the same as class. Having the same study time five days a week will soon become habit and therefore easier to follow. Studying in the same place also aids concentration.
5. **Plan enough time to study.** The rule of thumb that you should study two hours for every hour you are in class is only a guide. Depending on your background or experience or the difficulty of the class, you may need to allow more or less. Start out by allowing two hours, but adjust according to your need.
6. **Space study periods.** 50 minutes at a time for each subject is most efficient. You should then take a break for 10-15 minutes. Studying for longer periods of time often becomes counterproductive.
7. **List activities according to priorities.** You will get the most important things done on time.
8. **Study during your prime time.** We all have daily cycles of sluggishness and alertness. If you work, classes and circumstances permit, make use of this knowledge. Schedule your hardest subject at your most alert time. During the day when you are less productive, schedule less demanding tasks.
9. **Leave unscheduled time for flexibility.** Packing your schedule with too many details will almost assure your failure. Lack of flexibility is the major reason why students don't follow schedules.
10. **Analyze your use of time.** One cause of getting behind in college is failure to make use of short periods of time.