



ABOUT MANAGING YOUR TIME

Time management is about making things happen, rather than having them happen to you. Studying is important, but it's not your whole life, and remember, that your goal is to gain time. College work is a series of tasks, from short weekly assignments to long-term projects to periodic exams, so scheduling time helps you spread out the work so it's more balanced. Here are some time management strategies.

Prepare a weekly study plan. Using a [Schedule of Recurring Events](#), fill in regular commitments like lectures, labs, workshops, work, then block of some time for social and leisure activities. Your blocks of study time will become visible.

Use the time between classes wisely for things like reading, researching, and reviewing, not just hanging around.

Make out a planner. Mark tests, finals and assignment due dates. You can see your work at a glance and can prepare for those busy weeks in advance.

Use daylight hours: research shows that 60 minutes of study during the day is the equivalent of 90 minutes of study at night (Pauk, Walter. *How to Study in College*, 2nd ed. 1989, p.45)

Skim required readings before lectures: skim over the title, headings, summary and figures before reading for detail.

Study soon after lectures: retention and understanding are aided by reviewing your notes immediately after class. 80% retention with review, 20% retention without review.

Start big jobs ahead of time : avoids cramming and poor quality.

Plan blocks of time: optimum efficiency is reached by planning study blocks of 50 minutes followed by a 10-minute break. Longer periods are required for problem solving tasks and for writing papers.

IF WHAT YOU ARE TRYING RIGHT NOW ISN'T WORKING ...TRY SOME OF THESE...

- Plan two study hours for every hour you spend in class.
- Avoid study marathons.
- Study difficult or boring subjects first.
- Be aware of your best time of day.
- Use a regular study area.
- Choose a place that minimizes visual and auditory distractions. Use the library or empty classrooms. Get out of a noisy dorm.
- Don't get too comfortable. Remain awake and attentive.
- Find a better place when productivity falls off.
- Pay attention to your attention.
- Agree with roommates about study time.
- Avoid noise distractions.
- Notice how others misuse your time. Get off the phone. Learn to say 'no'.
- Hand a "DO NOT DISTURB" sign on your door.

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