Student Counseling & Educational Support Services
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Tips For Time Management

- **Get a plan!** Without a balance plan that include study time, sleep, exercise, and fun, you can easily drift, burnout, &/or perform below your ability level.

- **Create a schedule and use a planner.** Even if you don't use a schedule, it is useful to document how you spend and plan your time. That way you know where you need to adjust.

- **Optimize your schedule.** Schedule your most demanding study times during your optimal alert time of the day (i.e., if you are a morning person then spend that time studying your most challenging subjects).

- **Optimize you fun times.** Make sure you schedule recreation for yourself and don't feel guilty about it—it will only help you perform better when you get back to the books.

- **Plan for exams.** Make sure you know and optimize your exam timeframe. Balance your studying such that no subject is left behind.

- **Avoid falling into a "catch-up" trap.** When you fall behind, a common mistake is to go all the way back to where you left off. Instead, keep the memory curve high by working on the most current material before attempting to make up for lost work. Schedule a time to make-up the missed work on the weekend.

- **Set priorities.** Always make sure you achieve the "vital few" rather than attempt the "trivial many." Set a daily and weekly priority list of objectives that you must accomplish and stick to it.

- **Participate in study groups.** Groups help you keep on-task. They sometimes also help you gauge if you are behind in your studies.