Some Hints On Planning A Better Study Schedule

The success of your study schedule will depend on the care with which you plan it. Careful consideration of some of these points will help you to make a schedule that will work for you.

1. **PLAN A SCHEDULE OF BALANCED ACTIVITIES.** College life has many aspects which are very important to success. Some have fixed time requirements and some are flexible. Some of the most common which you must consider are:
   i. Fixed: eating, organization, classes, work, church
   ii. Flexible: sleeping, recreation, study, relaxation, personal affairs

2. **STUDY AT A REGULAR TIME AND IN A REGULAR PLACE.** Establishing habits of study is extremely important. Knowing what you are going to study and when, saves a lot of time in making decisions and retracing your steps to get necessary materials, etc. Avoid generalizations in your schedule such as “study”. Commit yourself more definitely to “study history” or “study chemistry” at certain regular hours.

3. **STUDY AS SOON AFTER YOUR LECTURE AS POSSIBLE.** One hour pent soon after classes will do as much good in developing understanding of materials as several hours a few days later. Check over lecture notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate.

4. **UTILIZE ODD HOURS DURING THE DAY FOR STUDYING.** The scattered one or two hours free periods between classes are easily wasted. Planning and establishing habits of using them for studying for the class just finished will result in free time for recreation and activities at other times in the week.

5. **LIMIT YOUR BLOCKS OF STUDY TIME TO NO MORE THAN 2 HOURS ON ANY ONE COURSE AT A TIME.** After 1 ½ to 2 hours of study you begin to tire rapidly and your ability to concentrate decreases rapidly. Taking a break and then to study some other courses will provide the change necessary to keep up your efficiency.

6. **TRADE TIME- DON’T STEAL IT.** When unexpected events arise that take up time you had planned to study, decide immediately where you can find the time to make up the study missed and adjust your schedule for that week. Note the three evening weekends. Most students can afford no more than two of them for recreation, but may wish to use different evenings on different weeks. This “trading agreement” provides for committing one night to study, but rotating it as recreational possibilities very.

7. **PROVIDE FOR SPACED REVIEW.** That is, a regular weekly period when you will review the work in each of your courses and be sure you are up to date. This review should be cumulative, covering briefly all the work done thus far in the semester.

8. **PRACTICE SELF-RECITATION AS A DEVICE FOR INCREASING MEMORY.** Organize your notes in a question and answer form and think in terms of questions and answers about the main ideas of the material as you review weekly. When preparing for exams, try to predict the questions the instructor may ask.