TIME SAVERS

Commit to what you will study and where you will study for each available study hour.

Set a specific goal for each study session: E.g., Chapt. 1, pp. 3-35; Psych— preview, read and study, do questions.

Set a time goal for each task and assess time spent.

Discover your best times for study—when are you most alert—and use that time for study, not your laundry.

Do difficult assignments and study difficult subjects first.

Marathon study sessions are not effective—study a reasonable amount of time then take a short break (e.g., 50 minutes with a 10 minute break).

Switch subject areas—instead of studying Anthropology all night, study Psychology one hour, History one hour, and Anthropology one hour.

For a week, keep a log of how you used your time and examine how you could use it even better.

Break down overwhelming or large tasks into manageable parts and schedules to accomplish a little each day.

Utilize in between time or waiting time to work on a piece of a project or assignment.

Get a feel for what’s expected of you timewise by filling in a quarter schedule with projects, exams, papers, etc. and keep it where you can see it.

Discover where you get the most done and make that your place to study—pick two in case one is not available.

Avoid talking on the phone during scheduled study time—schedule your phone calls and call back then.

Learn to handle papers less often—get handouts, syllabi, class notes, and assignments organized quickly.

Set specific goals for the week and commit to them in writing.

Use a daily “to do” list—prioritize your list and attack those A’s first.

A general rule of thumb: Schedule two hours of study time for each hour of class.

Discover what you can do to reward yourself for time well used and schedule those activities in too—smaller, more frequent rewards are often better motivators than one big reward for getting an “A” in Microbiology.

Ask yourself often, “What is the best use of my time right now?” and do it!!

Set specific goals for the quarter and allow these goals to help you schedule your time—you will schedule/spend more time on goals which are of high importance to you.

Preview material to be studied—you will save on your reading time.

Notice how others misuse your time and learn to say “no.”

When your concentration is broken, make a note of the task or concern breaking in, and gently bring yourself back to the task at hand.