

## MANAGING THE “TIME OF YOUR LIFE”

### *Do you:*

- \_\_\_\_\_ *Maintain a long-range quarterly calendar* on which major deadlines or obligations are recorded?
- \_\_\_\_\_ *Maintain a weekly or monthly calendar* on which you enter your class times, work hours, and any other fixed obligations first in order to determine what time is available for studying? (Be sure to allow plenty of time for such things as commuting, meals, laundry, etc.)
- \_\_\_\_\_ *Set up a study schedule* for each of your courses on a weekly basis? Rule of thumb: Study at least 1-2 hours for each hour in class. Remember, too, that the period of time needed to study for any given subject is more productive when divided into shorter blocks of time spaced throughout the day or over several days.
- \_\_\_\_\_ *Alternate subjects?* This helps reduce the mental fatigue that occurs when you study one topic for too long a period of time without a break.
- \_\_\_\_\_ *Tailor your schedule to meet the demands of each course?* For courses that emphasize lecture notes, schedule time for a daily review or rewrite soon after each class. If you are evaluated for class participation or homework, allow time for a review just before class meets.
- \_\_\_\_\_ *Schedule at least some “open” study time?* Emergencies, additional obligations, etc. can throw off your schedule.
- \_\_\_\_\_ *Set specific goals on your weekly “to-do” list?* For example, instead of writing “Study Psyc 100” on your planning calendar, write “Psyc 100: read Chap. 10” or “Make flash cards for Hist Chap. 5” or “Go to the library and find three articles for Comm 120 speech.”
- \_\_\_\_\_ *Minimize “Time Eaters” by:*
- \_\_\_\_\_ \* enlisting the support of family and friends?
- \_\_\_\_\_ \* not answering the telephone?
- \_\_\_\_\_ \* reviewing your calendar frequently to keep priorities in mind?
- \_\_\_\_\_ *Plan periods of time for recreation, hobbies, relaxation, errands, etc. after you have budgeted time for studying?*

