

## Time Management Tips

The key to many students' success is their ability to manage their time. This is also a skill that employers look for. If you can manage your time well it will decrease your stress and help you to be successful in many aspects of your life.

1. **Make a term schedule.** Look through your course syllabi and write all of the assignment due dates, test dates, etc. into your schedule. Also, include events and activities that you are involved in.
2. **Make a weekly schedule.** Write in the times you have classes, activities, work, etc. Then schedule times to study for each class. Two hours of studying for every hour in class is the recommended time.

### TIPS:

- Be realistic. Include time for having fun and hanging out with friends.
- STICK TO IT! It might be difficult at first to stick to your studying schedule, but after about 3 weeks, it will become a habit.
- The Benefits: If you schedule time to study rather than procrastinating, you will feel less stressed, and you will have more control over your life.
- Be sure to include time to eat, sleep, and exercise.
- Spread out your studying. For example plan to study for 50 minutes and then take a 10 minute break. For most people 20-50 minutes is the ideal learning period that allows them to maintain attention.
- In your 50 minute block stick to one subject at a time. Start by reviewing old material, then studying new material and reviewing again at the end. This will help you to retain the information you've learned
- Try to plan your studying for times when you have the most energy
- If you have a math class, schedule a short study block for math every day. Try to schedule it right after your math class when possible.
- In your study blocks, complete the most difficult or least interesting work first.
- Find a place to study where you will be able to most effectively use your time. (quiet, well-light, few interruptions, etc.)
- If you have a large assignment to work on throughout the term break them up into smaller segments. Try the assignment calculator website to help you do this: <http://www.lib.umn.edu/help/calculator>

**For more ideas see the links on the ALC's website or make an appointment with the graduate assistant in Centennial Hall Room 222**