***Time Management tips***

* Learn and understand how your time is spent.
* Keep a record for several days documenting how much time is spent in class, the times when you study the best, time spent visiting with friends and family, working and eating.
  + Take a look at the list to see where you time is going.
  + After knowing where your time is used, start a daily or weekly planner.
* Once you become aware of how you use your time, you will be able to manage it and do well in your studies.
* Record all fixed time commitments on your calendar/planner.
  + Put down your classes, appointments, meetings, work schedule, assignment due dates and other activities.
  + Get a copy of your school calendar and put in the important dates and holidays, so you will know when to expect tests and other assignments to be due.
  + Be sure to schedule time to study.
  + Check the planner every day so you will know what needs to be done that day
* A daily "to-do" list may assist you in knowing what needs to be done immediately
  + This list will help you keep your assignments in a priority order.
* In order to use your time wisely, put your assignments in a priority order with the most difficult one first.
  + If you do your most difficult task at the beginning, it will be out of the way and the others will be easier.
* Larger assignments may need to be broken down into smaller bits and pieces.
* Make sure that you schedule enough time to study but not enough time to get restless.
  + It is a good idea to study for shorter periods of time so you won't be exhausted rather than hours at a time.
* Study in a distraction free environment
  + Don't listen to the television or leave your cell phone on.
* Be sure to go over your lecture notes within a twenty-four hour time period to keep the material fresh in your mind.
  + Try to review your notes and any reading just before your class period so the material will be fresh on your mind.