

Time Management

Build Your Planner

- Write all due dates/test dates into a planner or calendar.
- When you have many assignments due and upcoming tests it is important to remain organized and have a clear view of what you have due each day.
- Take your syllabus for each class and write down what days you have tests or assignments due.
- You can use a planner, large calendar, weekly list or whatever technique that allows you to see what you have due each day.
- Use color-coding for each subject to help keep yourself organized.

Plan Your Day Accordingly

- Make a to do list before you begin your studies for that day. This relieves a lot of anxiety about how much work you have to do. Then take things one assignment at a time.
- Do the work that is due first. If you have an essay due in two days and a chapter reading in three days, do the essay first.
- If you have a long list of things to do in the same day, try to do the least motivating work first. This gets the hardest work out of the way and allows you to easily finish up everything else.

Keep up with Class Schedule

- Many classes have a lot of reading that relates to what goes on in lecture. Do your readings before your class in order to better understand the material discussed.



Work in Advance

- If you do not have work to do that day, then work ahead. There is always something you could be doing for your classes to get ahead, and it will only make your life easier.
- If you know you have a busy weekend ahead of you, make sure to get your work done ahead of time, this way you are not rushing to get everything done on Sunday night.

Take Breaks

- When you have a long day with a lot of studying to do, taking breaks is essential. Your brain works better if it is able to rest for a short amount of time after certain periods of your long study session.
- Breaks every hour or so will help keep you awake and focused while studying for long periods of time.

Do Not Procrastinate!

- Procrastinating may have worked in high school, but it will not work your freshmen year of college.
- Waiting until the last minute to study or do an assignment will only make you more anxious and force you to rush through your work. You will not be fully focused while studying and you will probably miss important information.