

# TIME MANAGEMENT STRATEGIES

1. Strive for balance in your life.
2. Establish patterns and routines.
3. Manage your time and develop a written schedule with your goals in mind.
4. Allow for adjustments to your schedule.

## Writing Effective and Achievable Goals for Yourself.

1. Be specific and realistic.
2. Set a specific date for reaching your goal.
3. Write down the individual steps involved in meeting your goal.
4. Reward yourself when you achieve your goal.

## Achieving Your Goals

1. Periodically evaluate your goals. Update and revise them when necessary.
2. Divide large goals into smaller goals.
3. Ask for help from others when you need it.
4. Tell your goals to others who will support you.

## Create a Study Schedule for Yourself

1. Estimate the study time you need for each subject.
2. Study during your most alert times of day.
3. Study immediately before or after a class if possible.
4. Try scheduling fifty-minute study blocks with ten minute breaks.
5. Study at least some time every day of the week.
6. Avoid studying for long periods of time. Generally more than three hours together is too much.

These tips and ideas are suggested by Linda Wong's Essential Study Skills published by Houghton Mifflin Company, 1994.

## Create your study space

1. The space must be well lit but not with glaring light. Try to direct the lighting so there are no shadows on the material you are studying and avoid any flickering lights.
2. The space should be out of traffic and away from most noise.
3. The space should not have distractions such as TV, Radio, Cell Phones, etc.
4. The space should contain all materials you need for study such as a stock of paper and pens; perhaps tape, ruler, stapler, etc.
5. Your chair should be comfortable but not to the point of encouraging you to sleep.
6. Room temperature should be well regulated.
7. Your study surface should be clear of everything except what you are studying.
8. If you use a computer make sure it and your chair are adjusted to optimize screen height and keyboard location for comfort when typing.