

Time Management

Many college students' worst problems start with the poor use of time.

Success in school begins with how you manage your time and get control of your life.

Time and energy zappers

People who want your attention and time but don't need it
Interruptions such as unnecessary phone calls

Mindless television watching
Impractical Internet surfing

Continual chatting online
Video or computer games

Inability to say NO
Procrastination

Time Management Tips

Read through the following tips to see which ones will work for you:

1. Determine under what conditions and for how long you can best concentrate.
2. Determine what noise level works best for you.
3. Find a quiet place to study and concentrate.
4. Use your syllabus. Determine exam dates, papers due, topics covered each week.
Use it to schedule your work for the quarter.
5. Develop a method of organizing your workload that includes the use of some kind of a planner.
6. Break up big tasks into small ones. Schedule one for one day and another for the next, etc.
7. Give yourself a time limit to accomplish a task.
8. Set a regular time for study and do not vary from it.
9. Study as soon after your class as possible. It will do you more good.
10. Start studying with positive thoughts. Tell yourself you are becoming more competent.

11. Reward yourself when you accomplish an important chunk of work.
12. Look at the task in terms of your long-range goals.
13. Don't over-commit yourself to organizations and other commitments. Learn to say no.
14. Force yourself to jump in even when you don't feel like it.
15. Do the most difficult and boring tasks first.
16. If you are a nontraditional student, get the cooperation of your family. Establish rules for your study time. Reward the family when you complete a big task.
17. Balance your load. If you are working full-time and/or raising children you may need to take a lighter load so you can have a life.