

Time Management Tips

- ⊙ Begin each semester by filling in a master schedule. First fill in things you must do (classes, work, practice, etc. that you can't change). Then, analyze the blanks you have left to find the most effective use for these times.
- ⊙ Establish a regular time and place for study. This will save you time in the long run because you will have "programmed" your mind that "this is the time and place that I study."
- ⊙ Use daylight hours to study whenever possible. For every hour of study done in the daylight hours, it will take you and one-and-a-half hours to do the same task at night.
- ⊙ Keep a calendar or date book and write down all class assignments.
- ⊙ Take breaks. Don't schedule long study sessions. Several short 20-30 minute sessions are better than one long session.
- ⊙ By using flash cards or summary sheets, you can use odd times to study--while you're waiting for class to start or for a friend to pick you up.
- ⊙ Schedule the most difficult tasks for times when you are alert (Algebra may be hard enough when you're fresh. When you're tired, it will be impossible!).

Adapted from <http://www.mtsu.edu>

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1. Make a "To Do" List Every Day.

Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for your accomplishments.

2. Use Spare Minutes Wisely.

Get some reading done on the bus ride home from school, for example, and you'll kill two birds with one stone.

3. It's Okay to Say "No."

If your boss asks you to work on a Thursday night and you have a final exam the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.

4. Find the Right Time.

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

5. Review Your Notes Every Day.

You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

6. Get a Good Night's Sleep.

Running on empty makes the day seem longer and your tasks seem more difficult.

7. Communicate Your Schedule to Others.

If phone calls are proving to be a distraction, tell your friends that you take social calls from 7-8 p.m. It may sound silly, but it helps.

8. Become a Taskmaster.

Figure out how much free time you have each week. Give yourself a time budget and plan your activities accordingly.

9. Don't Waste Time Agonizing.

Have you ever wasted an entire evening by worrying about something that you're supposed to be doing? Was it worth it? Instead of agonizing and procrastinating, just do it.

10. Keep Things in Perspective.

Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it. Set goals that are difficult yet reachable.

Consider these tips, but personalize your habits so that they suit you. If you set priorities that fit your lifestyle, you'll have a better chance of achieving your goals.

Adapted from <http://www.collegeboard.com/student/plan/>

Also check out:

<http://www.timemanagementhelp.com/highschool.htm>

<http://www.timemanagementforstudents.net/>

<http://school.familyeducation.com/skill-builder/college-prep/37653.html>