



10 Time Management Tips

1. Use a Calendar

- Phone calendar, google calendar, paper calendar. **Get one and use it!**
- Schedule everything that you need, including in class time, study time, & extracurricular activities

2. Create a Weekly plan

- Plan out what you'll be doing to keep track of it all

3. Create a "to do" list

- Prioritize everything you need to do

4. Reward yourself

- Give yourself a reward, big or small depending on the task, as a form of self-motivation

5. Study frequently for shorter periods

- Instead of pulling an all-nighter study throughout the week at a shorter period of time. You will remember more!

6. Take advantage of waiting time

- Bring your study materials with you when you anticipate you'll be waiting (doctor visit, car wash, in between classes) and max use of your time

7. Take a break

- When studying, make sure you take breaks so you don't get tired

8. Show up early

- Decrease your stress level by completing assignments early and arriving early to class

9. Select the right study environment

- Minimize distractions (tv, phone) so you can focus

- Study in the same location so you know that's your study-mode environment

10. Don't procrastinate

- Don't wait until the last minute
- Break large projects into smaller pieces
- Decide that you are going to do it and do it now!

Time Management – Calendar

Plan time for reading, studying, and preparing for classes. You are expected to be ready for each class before the class begins. No time is given "in class" for study.

A **college unit** is a measure of time involved in class instruction.

For a 16-week semester:

A three-unit class typically requires three (3) hours of classroom time per week.

A one-unit (1) lab typically requires three (3) hours and 20 minutes of lab-time per week.

Schedule two (2) hours per unit per week for studying Example for a 12-unit course load:

In-Class Time = 12 Hours Per Week

Study Time = 24 Hours Per Week (*2 Hours Per Unit x 12 Units = 24 Hours*)

Total Time = 36 Hours Per Week (That's why 12 units is considered full-time student status.)

Avoid Overloading Your Schedule

Recommended combinations for managing work and school obligations:

Tips for Managing Study Time When to Study

- Plan two hours of study time for every hour you spend in class.
- Study difficult subjects first.
- Avoid scheduling marathon study sessions. Take breaks when needed.
- Be aware of your best time of day. Experiment studying at different times of the day.
- Use time between classes, lunch breaks or time waiting for appointments for study.