



# Managing Your Time

**AS A COLLEGE STUDENT, YOU WILL NEED TO LEARN TO DEVELOP OR ALTER YOUR TIME MANAGEMENT STRATEGIES. HERE ARE SOME SIMPLE PRINCIPLES YOU CAN APPLY:**

## **IDENTIFY YOUR “IDEAL” STUDYING TIME**

We all have optimal studying times. Begin by asking yourself if you are a night owl or a morning person. This is your prime study time. Use the remaining time for gaming, socializing, or routine tasks.

## **DO THE HARD THING FIRST**

While you are motivated and your mind is fresh, you can process information quicker saving you time in the end. Study or work on your hardest assignment or course first.

## **SET A TIMER**

Do not attempt to study in one solid, multiple hour setting. Studying in 45 minutes blocks of time is optimal, so study in short time blocks with active breaks in between.

## **SLEEP AND EAT**

Cutting back on sleeping hours is NOT a way to manage your time. If you aren't sleeping and eating appropriately, then your studying will be less effective.

## **EVERY MINUTE COUNTS**

Between classes look through your notes. While waiting in line or when on hold, review material. Ten minutes of review for five days is almost a complete hour of study time.

## **RELAX AND REFRESH**

Everyone needs social time, but when in college you must begin balancing your time more. Use entertainment as a reward for completed work. Plan your social or relaxation time and use self-discipline to stick to your plan.