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 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.