

BUDGETING YOUR TIME

7 days x 24 hours a day	=	168 hours a weeks
7 nights x 8 hours a night	=	-56 hours of sleep a week
7 days x 3 hours eating	=	<u>-21 hours of gluttony a week</u>
		91 hours to fill each week
		<u>-12 to 15 hours of class time a week</u>
		76-79 hours a week for work, study, and everything else to do.

Consider Making a Schedule. This will reduce worries, stress, frustrations, and daydreams. Far from making a robot out of you, a time schedule frees you from making top-level decisions constantly, thus allowing you too make the best use of your time.

Keep a Record of Your Fixed Activities: such as classes, meals, work hours, meetings, etc. Each week add information revolving around class assignments; note due dates and estimate study time required.

Remember These Principles of Using Study Time:

1. Plan your day at a regular time--5 to 10 minutes in the morning or before you go to bed at night.
2. Allow larger blocks of time for learning new material, grasping new concepts, drafting a theme, etc. Divide these larger blocks of time into definite subparts the length of your concentration span (10 minutes? 20? 30?).
3. As you begin to work on each of subpart, jot down the time you expect to finish. When you are through, reward yourself with a brief break: move around, run, bike, eat something--do whatever feels good.
4. Use short periods of time (15-45 minutes) to review. It is especially wise to spend a few minutes reviewing immediately before class involving discussion or recitation. Immediately after a lecture class, spend a few minutes reviewing your notes.
5. Schedule the harder study tasks when you are most alert and can concentrate best.
6. Do something daily. Don't let your work pile up!
7. Plan to really learn the information the first time; the rest of your study time should be spent reviewing through recitation, discussion, making up and answering possible test questions, etc.
8. Don't try to allocate All your time; know what needs to be done and how long it will take you. It is how you use your time that counts.
9. Set up long-term goals for yourself and then short-term goals as well. Then put this system of time budgeting into operation. It will work for you.