

SUGGESTIONS FOR EFFECTIVE TIME MANAGEMENT

Time management is accomplished through sound decision-making and planning. Consider the following as ideas that might be utilized in planning success in higher education, both academically and in general. The process is to build a schedule that will work for you while replacing that which doesn't.

1. **PLAN YOUR SCHEDULE BY FIRST DECIDING YOUR PRIORITIES.** What grades are O.K. for you? How much work do you want to do in student government? How much free or fun time is enough to meet your needs? What about dating, watching TV, study, going to movies, etc.? These decisions are important and time allocation can only be made after your priorities are chosen.
2. **CONSIDER FIXED AND FLEXIBLE THINGS THAT YOU DO.** Some activities will take a certain amount of time and must be done. You may want to include these on a master schedule for the semester. Other activities are flexible and may or may not be scheduled. Again, decisions that make sense to you must be made. Plan your schedule according to your decisions. Some examples are:

Fixed Time Allocations

Sleeping
Classes
Eating
Meetings
Work
Church

Flexible Time Allocations

Television Viewing
Recreation
Study
Personal Business
Dating
Relaxation

3. **PLAN TIME FOR STUDY.** The old rule of three hours of study for each hour of in-class lecture is still a good one. However, consider such things as how rapidly you read, how well you recall facts and information, and then modify the rule. By multiplying your in-class hours by three you can determine a rule of thumb to be scheduled.
4. **ESTABLISH STUDY HABITS.** Research shows that people study best and learn most by studying in the same place at a regular time, routinely. Decide once and plan it in your schedule. This will save you daily battles with yourself about when and where and what to study. Also, don't schedule "study", but be specific - "study chemistry", "study math", etc. need to be written into your plan. Another good idea is to study as soon as possible after a lecture class and prior to a discussion class.
5. **SCHEDULE ALL OF YOUR HOURS BETWEEN CLASSES.** Don't waste that one or two hours between one class and another. Additionally, most people are more productive during the daylight hours than they are in the evenings.