TIME MANAGEMENT

NDSCS Academic Service Center
There are 168 hours in a week.

Time is a non-renewable resource.

Become aware of how you use your time for one week by blocking out activities on an hour by hour basis.
Be aware of external distractions.

- Use a quiet study area consistently, such as the college library.
- Make study rules with the people you live with.
- Turn off electronic devices not needed for studying.
- Be aware of how temperature, light and noise levels affect you.
Avoid mental distractions by keeping reminder notes.

If possible, study when you are most alert.

Take breaks (even 5 min.) between study sessions or when you feel your concentration slipping.
Avoiding Procrastination

- Study difficult or boring subjects first.
- Consistently avoiding studying may be a signal to change majors or course direction.
- Ask yourself, “Could I find time for studying if I really wanted to?”
- Block study time into your weekly calendar for specific assignments.
Get Organized

- Get everything you need for studying together before you begin.
- Break assignments into smaller parts and set time aside to complete each.
- Assign daily activities into high, medium and low priority and complete high priority tasks first.
Rank activities in order of importance; be realistic about what you have time for, and learn to say NO.

Accept that sometimes you may need to accept lower standards in your academic work and make adjustments such as learning to skim, reading chapter summaries or article abstracts.

Take time for what’s truly important: friends/family, time alone, health, prayer, community service, etc.
Take advantage of waiting time by going over flash cards.

Allow flexibility in schedule for unexpected things.

Shorter study sessions are more productive than longer sessions.

Do not study similar subjects back to back.

Decide if a electronic or paper scheduler would work best for you.
Don’t berate yourself or worry about the future. What realistically can be changed and what cannot?

Be objective about your weaknesses and have a plan to improve.

Ask yourself, “Can I do just one more thing?” or “Could I find time for studying if I really wanted to?”

Plan a certain amount of time for tasks…push yourself to see what your time requirements actually are.
Make sure daily/weekly activities relate to an over-all goal. If not, let activity go.

Work backward from your long-range goals to specific tasks to reach those goals.

Write down your plan and work toward it even if it is uncertain or incomplete.

Look for what’s missing in your life when you set goals but don’t let go of things you find important.
Time scheduling tips for college

- Keep a weekly study schedule!
- Break assignments into manageable units.
- Study time depends on: your ability, the class difficulty, the grade you want, and your use of study time.
- Re-plan your schedule from week to week.
More time management skills for college students...

- Study as soon after your lecture class as possible.
- Make use of breaks between classes to study.
- Schedule most important tasks for when you are most alert.
- Include a minimum of 2 study hours/day.
Review Questions
(Answers on last slide)
1. The amount of time you should study depends on:

a. your ability level.
b. the difficulty of the class.
c. the grade you want.
d. how you use your study time.
e. all of the above
2. When is the best time to start reviewing class notes?

a. The week before you will be tested on the material.
b. The night before you will be tested on the material.
c. Before you go to bed on the night you took the notes.
d. As soon as possible after you took the notes.
3. What type of study session is more likely to lead to retention of information in long-term memory?

a. Short study sessions
b. Long study sessions
c. Alternating short and long sessions
d. It doesn’t make a difference if study sessions are long or short.
4. What subject should you study first?

a. The subject you find the easiest.
b. The subject you enjoy the most.
c. The subject you find the most difficult.
d. It makes no difference which one you study first.
When you are making a list of daily activities to complete, what is the best way to organize them?

a. By what you feel most like doing that day.
b. By what other people tell you is most important to complete.
c. By determining if the activities are high, medium or low priority.
d. It doesn’t matter how you organize your daily tasks as long as you complete them all.
Correct Answers

Question 1: E
Question 2: D
Question 3: A
Question 4: C
Question 5: C