



## Ten More Tips For Better Time Management

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1. ***Make class time your best study time.***

a) **Come prepared**

- no time to read the whole assignment? - at least survey it
- review notes from previous class

b) **Listen attentively**

- paraphrase what the professor says in your own words

2. ***Make a daily list.***

**Prioritize the items**

- keep it short - 5 or 6 items - both academic and personal
- set small specific goals - i.e., read 5 pages in Psychology chapter

3. ***Make a weekly schedule (done once a semester)***

- Include all classes, work and extracurricular activities, housekeeping duties, sleeping and eating, blank spaces to fit in necessary activities as they come up. Schedule study time at a ratio of **two hours of study per hour of class** .

4. ***Use your daylight hours and minutes.***

a) **Stay on campus**

- find a quiet place to study
- ease yourself into material by prereading first

b) **Set up blocks of time for study**

c)