

TIME MANAGEMENT SCHEDULE

Time/Day	SUN	MON	TUES	WED	THURS	FRI	SAT
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TIME MANAGEMENT PROCESS - MAKING A STUDY SCHEDULE

1. Schedule fixed-time events first: classes, work hours, chapel, club meetings, etc. (Things that happen on a regular basis)
2. Schedule two hours of study time out side of class for each hour you have in class. (Ex. A credit load of 14 hours = 28 hours of study time weekly)
3. Plan to study as soon after classes as possible. Research indicates that students who study during daylight hours make the best grades.
4. Schedule your study for each subject on a regular basis: Study math at the same time each day.
5. Schedule study time in 50 minute increments with 5 minute breaks in between.
6. Schedule study for most challenging courses first, then schedule the next most challenging course next, etc.
7. Review daily, weekly, and just before tests. Review 3 - 5 minutes after class. Review previous day's notes before reviewing the current days notes.
8. Schedule some time on the week-ends to study/review and plan for the coming week.
9. Adjust schedule as needed each week.
10. Get tutoring as needed in Academic Resources Center.

Consider also: good nutrition (regular meals), regular exercise, 8 - 10 hours of sleep on a regular schedule (avoid caffeine or sugar near bed time or when studying).

Planning puts us in control of discretionary time so we can get important things done.

"Failing to plan is equal to planning to fail. The results are the same."