

Time Management

SCHEDULE STUDY TIMES FOR EACH CLASS DURING THE DAY AND THROUGHOUT THE WEEK. START WITH A 1:2 CLASS CREDITS TO STUDY TIME. FOR EXAMPLE, IF YOU ARE ENROLLED IN A 5-CREDIT CLASS, ALLOCATE 10 HOURS OF STUDY TIME PER WEEK, THEN ADJUST TIME AMOUNT BASED ON YOUR PERSONAL NEEDS.

- Make a weekly or monthly calendar of activities and responsibilities
- Make a to-do list of what needs to be completed each day.
- Schedule study time when most alert to increase productivity.
- Delegate responsibility when appropriate to help avoid an overwhelming number of tasks.
- Be willing to let go of complete control/perfection over a project, assignment or activity.

Manage your study environment

- Reduce clutter and unnecessary paperwork
- Put devices in "don't disturb" mode, close extra website tabs
- Complete schoolwork at a desk/table.

Avoid procrastination

- Start with what you can complete within your scheduled study time.
- Take small breaks to help re-focus yourself and stay on task.
- Set realistic goals