

# TIPS ON TIME MANAGEMENT

One part of the college experience is having to set a schedule and stick to it. If you learn to manage your time wisely, all the tests, papers and assignments will be much easier to complete. Read the following suggestions to get an idea of how to become a good steward of your time.

## Two Key Items

- Discipline
- Day planner

In order for time management to work, you must be disciplined. You have to make yourself stick to whatever schedule you devise for yourself, even when you don't feel like it. Another key to time management is having a day planner, which will help you remember the million things you need to accomplish everyday. Don't just carry one around: use it. Keep track of assignments, events and appointments with it.

## Schedule, Schedule, Schedule

- Determine the time of day when you are most attentive, and schedule your classes for those times if possible. If you are a morning person, take classes during 1st, 2nd, and 3rd hour. If you are an afternoon person, take classes during 3rd, 4th, and 5th hour.
- Plan ahead. Get a large 60-day desk planner, and mark the due dates of all the assignments, papers and projects from all your courses for the entire quarter. Remember that with papers and large projects, professors will not always set up topic, research and rough draft deadlines. In that case, you need to set up your own deadlines. Mark these on the calendar as well, and treat them as if they were set by your professor.

## Study Habits

- Decide when to study different materials based on how comprehensive they are and when you are most alert. Be aware of your attention span. Find a comfortable, distraction-free place to study, especially for heavy reading assignments.
- Study a few different subjects each night. Breaking up long projects and reading assignments will make you feel more productive. Plus, you will keep your concentration better that way.
- Schedule your most enjoyable homework last so that you actually get to the other not-fun homework.

## All Work and No Play Makes One Insane

- Schedule time for practical chores like laundry, cleaning, study breaks and meal times. Make sure to take these small breaks to avoid academic insanity as well as to keep on schedule.
- Reward yourself for accomplished goals by scheduling time for fun: movies, coffee shops, sports, etc. A reward may even be a nap.
- Be flexible, but don't procrastinate. Realize that your schedule does not have to be an end-all. It is there to be followed, but it is not God. Figure out how rigid or relaxed a routine you need to keep you from frittering away time.
- Schedule in time for sleep. *Medical fact:* if you stay up for five days in a row, you can be classified as clinically insane.
- Work hard to maintain a focus on God as well. If you need to, schedule in quiet times for prayer or reading the Bible or even worship into your day planner. Commit each day to God.