

## T I M E MANAGEMENT

will *not* make you perfect but it will help you to establish new habits. The way you **use your time-** or **waste it-** is mostly a matter of your personal habits.

**Prepare summary notes**

**Avoid mental exhaustion**

**Do difficult tasks first**

**Prevent distractions**

**Set priorities and goals**

**Structure your study time**

**Balance “perfect”  
with “realistic”**

**Stress  
Prevent  
Effectively  
To  
Strategies**

### SHORT TERM SCHEDULE:

- On a small note card or in your agenda, each evening or the beginning of each day, make a specific schedule of all that must be accomplished that day.
- Carry this schedule with you and check off items as they are completed. *Keep these promises you made to yourself!*
- During exam time, use a schedule to plan your study time for each course.

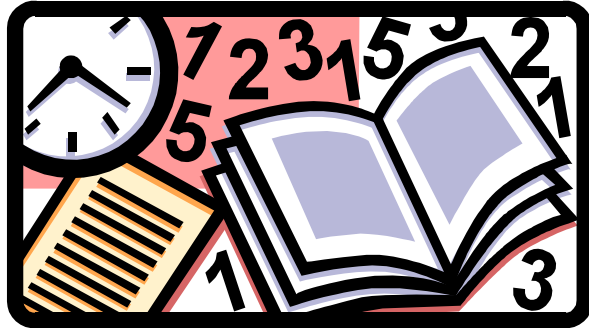
### INTERMEDIATE SCHEDULE:

Make a list of all that must be completed in one week. Include non-academic activities, study groups, chapters to read, tests, due dates, etc.

### LONG TERM SCHEDULE:

Prepare a schedule of your fixed commitments only. Include your weekly obligations like class time, job hours, volunteer time, other commitments.

# Preventing STRESS with TIME MANAGEMENT



## for effective studying

- **Try to study at the same time every day.**
  - Daylight hours are the most productive for studying.
  - **Study what you least enjoy and what you find most difficult when you feel the freshest.**
- *Knowledge is best retained in small chunks of time.*  
Try 50 minutes work followed by 10 minutes relaxation.
  - **Study what you least enjoy and what you find most difficult when you feel the freshest.**
  - Set priorities and realistic goals and stick with them!
  - *Leave some unscheduled time for flexibility.*
  - **Plan for weekly reviews of your course material.**
  - Use the free hours between classes as part of your study time.