

TIME MANAGEMENT: DAILY ORGANIZATION

Being a good student does not necessarily mean studying day and night and doing little else. Keep the following points in mind as you organize your day:

- **Set realistic goals for your studytime.**
 - Assess how long it takes to read a chapter in different types of textbooks and how long it takes you to review your notes from different instructors, and schedule your time accordingly. Give yourself adequate time to review and then test your knowledge when preparing for exams.

- **Use waiting time to review (on the bus, before class, before appointments).**
 - Prevent forgetting what you have learned by allowing time to review as soon as is reasonable after class. (Reviewing immediately after class might be possible, but not reasonable if you are too burned out to concentrate!)

- **Know your best times of day to study.**
 - Schedule other activities, such as laundry, e-mail, or spending time with friends, for times when it will be difficult to concentrate.

- **Restrict Repetitive, distracting and time-consuming tasks** such as checking your e-mail, Facebook, or cell phone to a certain time, not every hour.

- **Avoid Multitasking.**
 - Even though you might actually be quite good at it, or at least think that you are, the reality is (and research shows) that you will be able to study most effectively and retain the most information if you concentrate on one task at a time.

- **Be Flexible.**
 - You cannot anticipate every disruption to your plans. Build extra time into your schedule so that unexpected interruptions do not prevent you from meeting your goals.

Adapted from http://www.redlands.edu/globalassets/depts/student-affairs/academic-success/skills-worksheets/organize_your_days.pdf.