Time Management & Productivity

I am definitely going to take a course on time management... just as soon as I can work it into my schedule. ~ Louis E. Boone

Time Management Tips

How much time do you have for studying? Planning regular study time is essential.

- **Blocking**: Create a weekly calendar with blocked time for classes, work, commuting, eating, sleeping, studying etc.
- **Semester planner**: Put in big deadlines, tests, papers, trips away so you know when you’ll need to plan extra study time. Grab a planner from the SUVCC.
- **Day planner**: Prioritize tasks each day using ABC (A= very important, B= should do soon, C= would be nice to do) or Yes/No/Maybe lists. Be realistic about the number of tasks and time you have available.
- **Make your to do list** for the next day before you go to sleep.
- **Balance**: Take care of your whole self - include social and self-care time
- **Plan for fun**

No chunk of time is too small: Waiting for the bus or a load of laundry? Go through flashcards, recall what you learned in class, or explain a concept out loud.
Maximize Your Study Time
- Use your “best brain” times of day when possible
- Choose a location that:
  - is different from where you eat, sleep, and socialize
  - is away from movement and loud noises
  - is readily accessible
- Have clear objectives for each session and be prepared with all your materials
- Study difficult or boring subjects first
- Study in 40-50 minute blocks with regular 10 minute breaks
- Reduce distractions (social media, cell phones, music, TV, etc.)

Beating Procrastination – Proven Strategies
- Forgive yourself when you do procrastinate – try again
- Pick just one task to do
- Commit to just 5-10 minutes on a task
- Break a large task into smaller pieces
- Decide what exactly you have to do and give yourself a deadline
- Make the task meaningful
- List the benefits of completing the task (or the costs of not completing it!)
- Have a procrastination “power song” to get you going
- Plan a reward for finishing
- Tell someone/be accountable
- Do the task with someone (study group)

Adapted from: