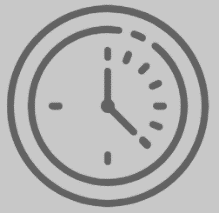
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| --- | --- |
| Study Skills |  |
| Time Management |
|  |  |

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

There are 168 hours in a week. At least half of that goes to sleeping, eating and self-care. You might also work and/or have family responsibilities. So how much time are you planning for classes and studying? For a 3-credit university course, you’ll need 10-16 hours/week total for class and studying.

**Time Management Strategies**

1. **Identify priorities:** What are your overall priorities?
2. **Create a semester schedule:** Put in big deadlines, tests, papers, trips away so you know when you’ll need to plan extra study time. Put this schedule up near your study area. You can get a free planner from the SUVCC.
3. **Create a weekly schedule:** Block time for classes, studying (spread over the week for best learning), work, commuting, eating, exercise, sleeping, fun, etc.
4. **Use a daily to-do list**: Prioritize daily tasks. Be realistic about the number of tasks and time you have available. Update it before going to sleep.
5. **Check your time**: After 1-2 weeks, check how your time spent matches with your priorities and weekly schedule. What do you need to adjust?

**Productive Study Sessions**

* Keep course materials organized so you don’t waste time getting started.
* Use your “best brain” times of day (are you a morning person or night owl?)
* Minimize distractions like phone notifications, social media, etc. Your brain loses valuable time and recalls less when you try to multitask.
* Set clear objectives for each session.
* Study difficult or boring subjects first.
* Study in 30-50 min blocks with 10 min breaks.
* Use active learning strategies to create the strongest memories (flashcards, self-quizzing, answer homework questions without looking at your book/notes, create mindmaps or other graphic organizers, explain aloud or teach someone)

***Remember, no chunk of time is too small!*** *Only have 10 minutes? Go through flashcards, summarize aloud or draw a mind map of your lecture/reading.*

**Beating Procrastination – Proven Strategies**  
Procrastinationis a common challenge for most university and college students. Procrastination is less about time management skills and more about self-regulation and emotions. Self-awareness is the first step toward managing procrastination.

* Identify why you’re avoiding the task. What does it make you feel?
* Forgive yourself. Researchers found that students who forgave themselves for procrastinating when studying for their first exam procrastinated less when studying for their next exam (Wohl et. al., 2010).
* Commit to just 5-10 minutes on a task
* Break a large task into smaller pieces. For example, if you have to submit an essay in 3 weeks, break it up into smaller tasks of researching a topic, outlining the essay, creating a first draft, revising draft, etc.
* Make the task meaningful
* Do the hardest task first
* List the benefits of completing the task (or the costs of not completing it!)
* Set a personal deadline before the course deadline
* Play your procrastination “power song” to get you going
* Plan a reward for finishing
* Tell someone/be accountable
* Do the task with someone (study group)
* Get rid of distractions (try productivity/focus apps or ambient music/white noise)
* Work with a counsellor at VCC to further understand the reasons why you procrastinate and develop strategies for managing

Adapted from:

Ellis, D., Toft, D., & Dawson, D. (2012). *Becoming a Master Student* (5th Canadian ed.). Toronto: Nelson Education.

Lipsky, S. A. (2013). *College Success: the essential ingredients.* Upper Saddle River, NJ: Pearson.

References:  
Wohl; M., Pychyl, T., & Bennett, S. (2010). I forgive myself, now I can study: How self-forgiveness for procrastinating can reduce future procrastination. *Personality and Individual Differences,* *48*(7), 803-808.