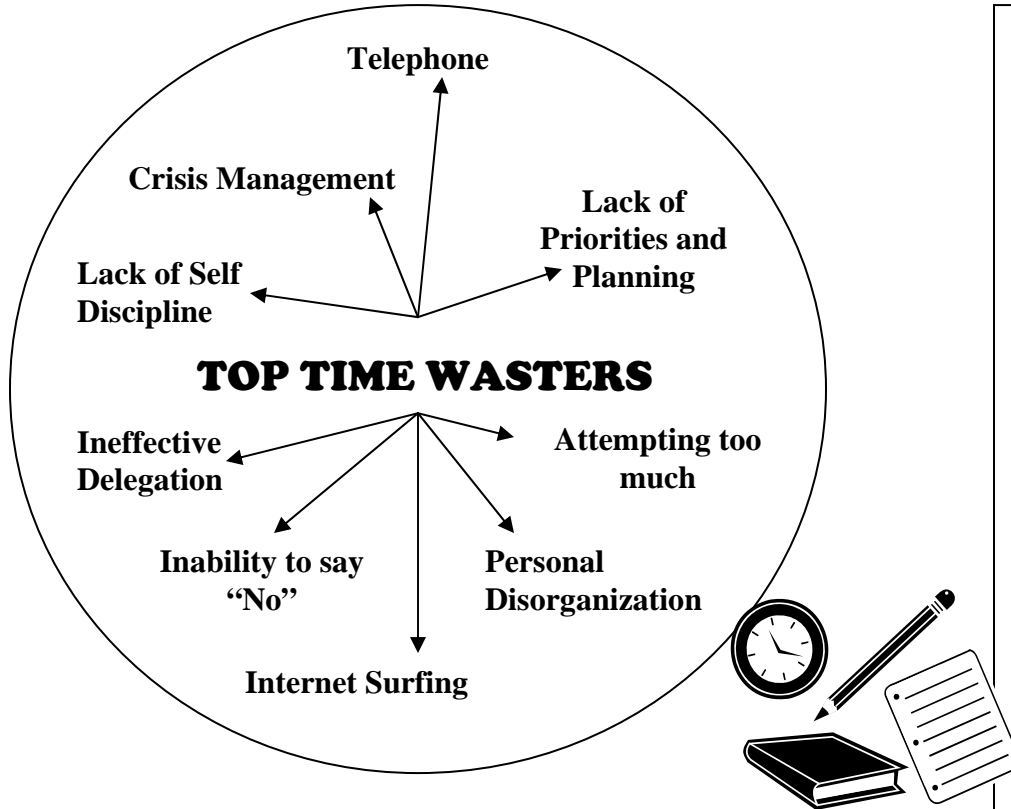


Student Time Management

“Time is like a snowflake. It melts away while we try to decide what to do with it.”



Stretch the Clock

- Use waiting time (standing in lines, commuting, between classes, etc.) to read a book, jot down notes, listen to tapes, and organize files and to do lists.
- Don't cram, but organize a way to study for tests for long term memory retention.
- Tackle hard subjects first when you are fresh and have more energy.
- Combine several activities into one time slot.
- Know your instructions. Make sure you have clear instructions. If you're not sure, ask instructor.
- Plan creative time to recharge your batteries. Use proper exercise and nutrition to help stay physically fit and mentally alert.

Timely Tips

1. **Spend Time Planning and Organizing.** Organize in a way that makes sense to you. Using time to think and plan is time well-spent.
2. **Use a To Do List and Prioritize.** Find a to do list method that works for you. Construct a list the day before or first thing in the morning. Or keep a "running" to do list which is continuously updated. Then, prioritize by color, number, or letter. Flag items with a deadline.
3. **Use your "Prime Time."** Are you a "morning person," a "night owl," or an afternoon "whiz?" Find the time of day you are at your best and plan to use that time of day for your priorities.
4. **Be Flexible.** Allow time for scheduled interruptions and distractions, but learn to say "No" when interruptions interfere with priorities. Ask yourself, "What is the most important thing I can be doing with my time right now?"
5. **Avoid Being a Perfectionist.** Paying unnecessary attention to detail wastes time. Practice drawing a conclusion to a project.

Compose a Daily Schedule

- Use a time schedule that fits your personality—a daily/weekly planner that has ½ or one hour spaces.
- Put down all of the necessities—work, meetings, appointments, classes, meals, sleep, etc.
- Schedule study time for "Prime Time."
- Complete the schedule with activities that add balance to life—recreation, social and family events, professional and spiritual activities.

For more information contact The Center for New Directions @ 732-6680

