

# time management

## SKILLS OF SUCCESS

Being able to use your time wisely is an important part of the everyday life of anyone seeking success. Before college, most students do not experience the type of **open-scheduling freedom** that most colleges offer nowadays that allow you to pick and choose when your courses will be. This is especially true for **Distance Learning** (online) classes and **Hybrid** (part-online, part-traditional) classes, which assume that you are a self-motivated student who will take responsibility for your own learning experience. Without the experience of independently managing your own schedule, time management can be a tough task! Check out these tips to help you figure out how to manage your time more effectively:

### Make a Weekly Calendar

Create a weekly schedule that realistically portrays your school, work, and personal responsibilities. Eliminate periods of time that are wasteful. Refer to your schedule regularly, and don't forget to give yourself appropriate time for stress-relieving activities and travel times.

Sun	Mon	Tues	Wed	Thur	Fri	Sat

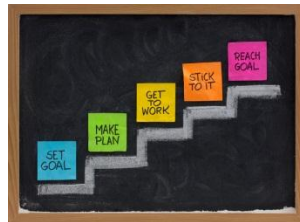
### Get Ahead of the Game

Check big due dates using your syllabus or asking a teacher if you don't already have the information. This will tell you when you need to have projects due by so you can give yourself ample time to get them done. The less you squish together in one place, the less stressed you'll be.



### Don't Waste Time, Set Goals

When you sit down to work on an assignment, set a realistic goal for that study session's time frame and complete the goal. Don't think of studying as putting in mandatory time, think of it as a means to accomplish a specific task. This will make your time spent more rewarding, less boring, and assigning meaning to a task makes you much more likely to remember what you learned.



### Break it Up!

The human brain is only able to absorb so much information at one time. When you "cram" and spend long periods of time studying, most of the information will end up a blur. Studying for long periods of time can make the entire study session completely useless, cause mental overload, and wear you out. Schedule your study sessions so they don't stress you out.



### Any Bird Can Catch a Worm

Some people study best in the morning, sure, but not everyone is a morning riser. Studies have shown that if you make use of the time you normally have the most energy, you're much more likely to remember the information. Are you a night owl? Study at night. If you feel great right after lunch when the sun's bright in the sky, do it. You know yourself best.



### Take Advantage of Passive Time

When you learn something, you have to do it over and over to get it right, but you don't always need to set out specific time to sit down and study. Review what you know while you fold laundry or ride a bus to work. These are times when you do not need full concentration on the task at hand and are basically twiddling your thumbs. Use that downtime and turn it into a quick review!

