

Organize Your Time

Back on Track



Plan your study time. Leave enough time for each of your subjects and more time for difficult subjects. Most college classes require about six hours of study per week or two hours of study for every hour in class. If you are a slow reader or have other study problems, you may need to plan more time.

Prioritize your time and put off other activities to allow for adequate study time. You may find it necessary to postpone or eliminate certain activities in order to fulfill your goals as a student.

Keep a weekly and monthly schedule planner in which to record due dates of assignments, tests, papers, field trips, etc. Transfer important dates from your syllabus to your weekly/monthly planner.

Schedule study times daily in your planner. Be sure to plan extra time for long study sessions before tests. Schedule time for weekly reviews of all your notes from the beginning of class to the present.

Scheduling long-term assignments. Some assignments will span a week, a month or even a semester. You are likely to leave these important assignments to the last minute if you don't schedule time for them in your daily schedule. Get started on these early, by allotting time for them each day in your daily planner.

Scheduling for student with jobs. If you have a full or part-time job, you probably have less time to study than nonworking students. You must use your time very carefully. Your daily schedule should include a list of things to do, in order of priority. To be successful, you must have a sense of urgency about referring to your list and studying whenever an opportunity presents itself.

Cross off tasks as you complete them, including your 7 study tasks. Take advantage of spare moments when you can study while waiting for a class to begin, when stuck in traffic, or while waiting for a doctor's appointment. The easiest way to do this is to convert your notes to 3x5 or 5x8 cards that you can carry with you, or record your notes on a cassette. Some students make it a habit to listen to recorded notes while driving to and from school or work.

Organize Your Study Area... Keep notes and handouts from class in a **3-ring binder**. This is useful because you can add pages to it, copy notes that were missed from other students, and add handouts from class in the proper sections. You can also put index tabs marking different topics in your note binder.

Study in an area that is set up for serious study. Have your tools for study: **notebooks, textbooks, pens, pencils, computer, dictionary, thesaurus, etc.** Be sure the area is well-lit, free from noise and distractions, and not too comfortable. Control for interruptions like phones ringing, doors opening and closing, and people coming and going. Try to study in the same place everyday