

23 TIME MANAGEMENT TECHNIQUES

STUDY WHEN:

- Plan two study hours for every hour you spend in class.
- Study difficult (or boring) subjects first.
- Avoid scheduling marathon study sessions.
- Be aware of your best time of day.
- Use waiting time.
- Use a regular study area.

STUDY WHERE:

- Choose a place that minimizes visual and auditory distractions.
- Use the library or empty classrooms. Get out of a noisy dorm.
- Don't get too comfortable. Sit (or even stand) so that you can remain awake and attentive.
- Find a better place when productivity falls off.

YOU AND THE OUTSIDE WORLD:

- Pay attention to your attention.
- Agree with roommates about study time.
- Avoid noise distractions.
- Notice how others misuse your time.
- Get off the phone.
- Learn to say no.
- Hang a "Do Not Disturb!" sign on your door.
- Ask: "What is one task I can accomplish toward my goal?"
- Ask: "Am I beating myself up?" (lighten up, don't berate self).
- Ask: "Is this a piano?" (or, "Are you a perfectionist?")
- Ask: "How did I just waste time?"
- Ask: "Would I pay myself for what I'm doing right now?"
- Ask: "Can I do just one more thing?" (Stretch yourself).

(Gregory Wells, Coordinator, William James Center, Davis and Elkins College, Elkins WV., NACADA Conf. 1987)

Need More Ideas?

The Center for Student Learning at the Addlestone Library
843.953.5635
www.cofc.edu/~csl