

Time Management

“Time is the most valuable thing a person can spend.”—Unknown

Schedules:

Students need to make a schedule for all their activities of the day. First, they need to write down the scheduled times, such as school classes, work, appointments, family duties, and social events. Then students need to set aside time each day for studying, usually an hour for each subject. This schedule will allow a student to see each day’s schedule and know if there is time for extra activities or social events. School must be a priority, along with study time. Asking for help with family duties can free up time for studying.

Weekends need to be part of the schedule, too. Using that time to get caught up, review, or work ahead can save time during the week and allow more flexibility for emergencies or unscheduled events that come up.

Sleep:

Going to bed around the same time every night will help students feel rested and ready to learn. Reading some each night before bed or getting up earlier to read can help with the volume of material that must be covered.

Make a To-Do List:

Students need to complete a daily schedule with all school dates entered first, including test dates, assignment due dates, and study time. After that, regular family and home activities should be added, along with appointments and other set times. The daily calendar should be kept in plain sight and each item crossed off when completed. This visual of all the things already accomplished motivates students to keep going.

Setting:

Creating a dedicated study space in a quiet, well-lit area can save time trying to find a good place when ready to study. Keeping away from distractions will allow more quality study time. All that noise means less work and more time wasted.

Supplies:

Having plenty of paper, sharp pencils, erasers, and other tools close by will increase time for actual studying instead of hunting for these items.

Sequence:

Students need to start with the most difficult assignment when they are the freshest. That way, as they get tired, the hardest part is behind them. Finishing one assignment before starting on the next will also maximize study time by not having to read over the material to understand the assignment before starting.

Short Breaks:

Students should not work over an hour before taking short breaks. The break can help refresh the brain. Eating a healthy snack can also build stamina for another session. If interrupted, students need to reschedule the session at a time when they can complete the assignment. Going to bed when tired and getting up earlier to study is better than trying to study when exhausted and the brain cannot retain information.

Set Goals:

Setting goals and updating them often can keep the schedule accurate. There are only 24 hours in a day, so a well-planned schedule can maximize this time. Learning to say “No” to interruptions can mean the difference between a successful semester and frustration. School is a commitment and will not last forever, so students need to make the best use of their time!