Time Management

Procrastination

My paper can wait, my show is on tonight!
Putting off large assignments to do something fun might sound like a good idea at the time, but you’ll likely regret it later.

Plan ahead
If you know you might want to go out on Friday night, but you have a Chemistry test to study for, see if you can get some studying in on Thursday.

Start now!
If you’re reading this, you’re probably worried about procrastination. As soon as you’re done with this, try starting that assignment you’ve been putting off for weeks!

Create a Schedule

Paper or digital?
Figure out what kind of schedule or organizer works best for you. Some people prefer something digital- a calendar they can access on the go. Others prefer a paper organizer that can be kept at a desk or brought to class in a bag. You could even use a white board or post-its!

iCal, Outlook, & Google Calendar are also great!

When are you most productive?
Early afternoon? Late at night? Schedule your most demanding tasks during the periods when your energy is high and you feel like you can focus.

If you are not a morning person, scheduling study time at 8am is probably not the best idea.

Other Time Tips

Keep track of the time
This may go without saying, but you should wear a watch or carry a cell phone with a time display. Watches are nice because you can look at them during tests if there isn’t a clock in the room!

Keep your appointments
If you have something scheduled, stick to it. Don’t reschedule unless you absolutely NEED to. Even then, make sure you adjust your schedule accordingly. If you do need to reschedule, make sure you let the other person(s) involved know with as much notice as possible. You don’t like being ditched at the last minute, do you?

RELAX!
Schedule some down time. Don’t burn yourself out!
Time Management

Study Tools

**Take breaks**
Figure out a system where you study for certain periods of time and then allow time for a short break. 50 minutes of studying, then a 10 minute break. 25 minutes of studying, then a 5 minute break, etc.

**Keep it short & frequent**
You'll retain more information from doing short and frequent study sessions than by cramming everything into one intense period.

**Schedule time to study**
And stick to that schedule. This will help you stay motivated. Adjust frequency as necessary.

**Create a routine/space**
Pick one quiet, well-lit place to study. It should be comfortable and all your study materials (books, highlighters, pens, paper) should be within reach.

**Save the best for last**
If you LOVE Bio, save that for the end of your study session, and instead focus on your other materials first. Saving the less desirable materials for last isn't a good idea. You could get tired and become less motivated.

**Seek help, early and often**
If you think you aren't understanding materials or concepts, seek help immediately. Continue to get help. Tutor information can be found in the First Year Center.

Test Taking

**Arrive early**
This is especially important if the test is in a space other than your regular classroom. Become acquainted with the room, and sit where you can see a clock to keep time.

**Ask about test format**
Preparing for a test will be different depending on what kind of format it is. With True/False tests, you will need to pay attention to details in the questions. With short answer and essay tests, you'll need to be able to fully explain concepts.

**READ THROUGH THE TEST!**
At the very least, read through the directions for each section of a test before you start that section. When you get to each question or problem, make sure you read it carefully. Pay attention to detail.

**Tough question? Skip it!**
But of course you'll want to go back to it! Just move along to another question or problem that you can easily complete. You might even want to mark the question so you remember to go back to it. Save the tough problems for last to ensure that you can complete as much of the test before the end of the testing period.

**Go over the test before you hand it in**
This is your last chance to make sure you have answered everything you need to. You may even find mistakes you've made and be able to fix them.

For more Helpful tips, stop by the First Year Center, located on the ground floor of Androscoggin Hall! You can also call us to set up an appointment with a First Year Center staff member at 581-1420.