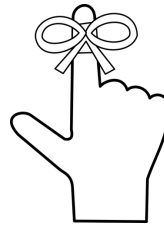


Organize your environment, both physical and social, for successful time management of studying:

1. Identify your peak productivity hours so that demanding tasks can be done at this time when you're feeling most awake and energetic.
2. Choose a place with minimal distractions to maximize your focus.
3. Use reminders (post it notes, textbook, syllabus) to keep you on track.
4. Study with a buddy or a small group to review notes and readings, to work on problems, or to clarify difficult concepts.
5. Ask friends NOT to call or contact you at specific times of studying.
6. Reduce distractions and silence your cell phone or put it away.
7. Stay after class to review your notes and email the faculty any questions you have.
8. Schedule a study room at the College or at a Public Library if there are too many distractions at home.
9. Use technology to set alarms or reminders to cue your brain when it's time to take a break or start the next task.



Think of time management techniques as tools to help you do what you value the most.



Remember

For every hour of class time, you should set aside at least 2 hours of study time which includes preparation and review times!



Center for
Student Success

**EFFECTIVE TIME
MANAGEMENT**



Email: studentsuccess@sentara.edu

Phone: (757) 388 - 2864

Make a Tentative Weekly Schedule by listing:

1. Fixed activities (class, clinical, work, child activities, etc).
2. Routine activities (meals, sleep, travel, exercise, etc).
3. Studying and course preparation activities (2 hours/credit/week; eg. 3 credit course = at least 6 hours of study time/week).
 - a. Find your times of peak efficiency and when you're likely to have the best study conditions. Focus on studying difficult topics at those times.
4. Review and revision of class notes (should be done right after class ends).
 - a. Email faculty questions that need clarification from notes that were reviewed.
5. Break times (10 min) every hour when studying and preparing for class.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							

Tips for Managing Time

Use a Monthly/Weekly At-A-Glance Calendar

Write all tests and assignment due dates on the calendar. This serves as a visual reminder to help you plan ahead.

Understand What Your Assignment Entails

Break work up into manageable chunks to help meet the expectations and due dates.

Do Only One Thing at a Time

Don't switch to another task until the one you are working on is completed. Multi-tasking can ruin your focus.

Make To Do Lists and Set Priorities

Plan your day each morning and complete priorities first. Be focused and productive with limited time.

Remove Distractions

Silence your cell phones, turn off the TV or anything else that disrupts your focus while studying.



Tips for Managing Time

Establish Routines

Set up a study routine and stick to it. Your body and mind will adapt.

Take Time for Yourself

Give your mind a rest, away from textbooks and screens. Give meditation a try.



Delegate or Ask for Help

Resist the urge to do it all and prevent feeling overwhelmed. Ask family and friends to help with chores and errands.

Be Realistic and Not Idealistic

Only schedule tasks that you WILL do. Creating a schedule you can't keep is setting yourself up for frustration.

Use Your Time Wisely

Try to use waiting time to review notes or do practice problems. Listen to audio notes or lectures during long commutes.

