

## PRINCIPLES OF TIME MANAGEMENT

BELOW ARE SOME BASIC TIME MANAGEMENT PRINCIPLES THAT YOU CAN APPLY AS A STUDENT.

### **1. IDENTIFY YOUR "BEST TIME" FOR STUDYING.**

- EVERYONE HAS HIGH AND LOW PERIODS OF ATTENTION AND CONCENTRATION. ARE YOU A "MORNING PERSON" OR A "NIGHT PERSON"? USE YOUR POWER TIMES TO STUDY; USE THE DOWN TIMES FOR ROUTINES SUCH AS LAUNDRY AND ERRANDS.

### **2. STUDY DIFFICULT SUBJECTS FIRST.**

- WHEN YOU ARE FRESH, YOU CAN PROCESS INFORMATION MORE QUICKLY AND SAVE TIME AS A RESULT.

### **3. USE 'DISTRIBUTED LEARNING' AND PRACTICE.**

- STUDY IN SHORTER TIME BLOCKS WITH SHORT BREAKS BETWEEN. THIS KEEPS YOU FROM GETTING FATIGUED AND "WASTING TIME." THIS TYPE OF STUDYING IS EFFICIENT BECAUSE WHILE YOU ARE TAKING A BREAK, YOUR BRAIN IS STILL PROCESSING THE INFORMATION.

### **4. MAKE SURE YOUR SURROUNDINGS ARE CONDUCIVE TO STUDYING.**

- THIS WILL ALLOW YOU TO REDUCE DISTRACTIONS WHICH CAN "WASTE TIME." IF THERE ARE TIMES IN RESIDENCE OR YOUR APARTMENT WHEN YOU KNOW THERE WILL BE NOISE AND COMMOTION, USE THAT TIME FOR MINDLESS TASKS.

### **5. MAKE ROOM FOR ENTERTAINMENT AND RELAXATION.**

- UNIVERSITY IS MORE THAN STUDYING. YOU NEED TO HAVE A SOCIAL LIFE YET YOU NEED TO HAVE A BALANCE IN YOUR LIFE.

### **6. MAKE SURE YOU HAVE TIME TO SLEEP AND EAT PROPERLY.**

- SLEEP IS OFTEN AN ACTIVITY (OR LACK OF ACTIVITY) THAT STUDENTS USE AS THEIR TIME MANAGEMENT "BANK." WHEN THEY NEED A FEW EXTRA HOURS FOR STUDYING OR SOCIALIZING, THEY WITHDRAW A FEW HOURS OF SLEEP. DOING THIS MAKES THE TIME THEY SPEND STUDYING LESS EFFECTIVE BECAUSE THEY WILL NEED A COUPLE HOURS OF CLOCK TIME TO GET AN HOUR OF PRODUCTIVE TIME. THIS IS NOT A GOOD WAY TO MANAGE YOURSELF IN RELATION TO TIME.

### **7. TRY TO COMBINE ACTIVITIES.**

- USE THE "TWOFRER" CONCEPT. BRING YOUR PSYCHOLOGY NOTES TO STUDY WHILE YOU ARE WAITING ON YOUR LAUNDRY OR FOR THE NEXT CLASS TO START. RUN THROUGH YOUR BIOLOGY FLASHCARDS WHILE YOU ARE WAITING FOR THE BUS OR IN LINE FOR COFFEE.

ADAPTED FROM: [HTTP://WWW.D.UMN.EDU/STUDENT/LOON/ACAD/STRAT/TIME\\_MAN\\_PRINC.HTML](http://www.d.umn.edu/student/loon/acad/strat/time_man Princ.html)