

ACADEMIC SUCCESS

We are here for you.

CapitalUniversity

10 Tips for Time Management

1

GET THE MOST OUT OF CLASS TIME.

Come prepared to participate

- thoughtfully complete assigned reading
- review notes from previous class

Listen attentively

- paraphrase what the professor says in your own words

2

MAKE A TO-DO LIST.

Prioritize your items

- keep it short (5-6 items, both academic and personal)
- set small, realistic and specific goals

3

MAKE A WEEKLY SCHEDULE.

At the beginning of each semester, make a schedule of your week of all classes, work and extracurricular activities, housekeeping duties, sleeping and eating, and blank spaces to fit in necessary activities as they come up

Schedule study time at a ratio of two hours of study per one hour of class

4

MAXIMIZE YOUR DAYLIGHT HOURS.

Utilize campus resources between classes

- review notes right before class
- review and summarize notes right after class

5

MAKE A SEMESTER CALENDAR.

Include major exams, due dates and meetings

- also include reminders of classes, appointments and errands

DON'T PROCRASTINATE.

Don't let work on assignments accumulate
– study daily

Don't worry about perfection

6

FOCUS ON ONE THING AT A TIME.

Be actively engaged in what you are doing at the time

Plan and take study breaks

- study 30-40 minutes with 5- to 10-minute breaks

7

STICK TO YOUR WEEKLY SCHEDULE AND LEARN TO SAY NO.

8

SET REALISTIC DEADLINES AND PROVIDE YOURSELF WITH HEALTHY REWARDS.

9

DON'T OVERCOMMIT. PRACTICE SELF-CARE.

10