

Time Management Tips

Know your priorities

- What is most important to you? What do you need to accomplish today? What can wait until tomorrow? Next week?

Keep track of your time usage for a week

- Indicate what activities you are doing and for what length of time.
- A time log will help you find patterns of how much time you need to spend on various activities.

Set goals on a regular basis

- Write down your goals and the priorities for each goal on a regular basis, such as every evening sitting down and goal-setting and prioritizing for the next day.

Utilize peak energy and effectiveness

- When are you most effective? Most energetic? Sluggish?
- Complete difficult tasks FIRST - don't keep pushing them off!

Schedule study times close to class time

- In doing so, you will be reinforcing class materials close to the time that you will have discussed them.

Establish a regular study pattern

- This will get you into a routine and mentally prepped to be working on a given subject at a given time.

Study in small chunks

- Study one subject for 45 minutes or so, and then change to a different subject.
- Take 10 or 15 minute breaks every 45 minutes or so.

Get enough sleep and eat well

- You will not be efficient if your body is not in optimal condition.

Be prepared to complete tasks anytime or anywhere

- Bring notes or a book with you if you are going to meet a professor. That way, if another student is talking to the instructor, you can get in some extra reading or a review of notes.

Find a study partner

- This can be motivating to some people, but very distracting to others. Determine whether or not this works for you.

Find a location that works best for you

- A residence hall room, the library, a floor lounge, a restaurant, or outdoors can be both good and bad places to study. You need to find the place that enables you to concentrate.

Reward yourself

- Find a reward for completing your study (or other tasks).

Schedule fun time

- Don't neglect the fact that you are an individual and will want to engage in particular leisure activities. Make time for the activities that you love!



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