

TIME SAVERS THAT CAN MAKE YOUR SCHEDULE WORK

Learn to say NO, be assertive with roommates/friends

Begin; avoid procrastinating

Plan the day, the week, and the term

Set goals so the emphasis will be on the tasks most important to you

Learn and practice self-discipline

Learn to listen effectively

Seek the help of experts (books, manuals, advisors, friends, family, etc.)

Expect to succeed

Finish each task before starting another

Avoid interruption

Have a place for everything; keep or return everything to its place

Study difficult/boring subjects first

Study at the best hour of the day, according to your personal needs

Study with intervals, pace yourself and plan ahead

Use "waiting time" effectively (3x5 cards, always carry your notes or a book)

Have a consistent place to study, where you know you work best

Good Luck!



Health Science Building-203
1300 West Park, Butte, MT 59701