

ADDITIONAL HINTS

- 1) *Thanksgiving and Spring Break are not vacations.* Use this time to catch up and get ahead. Use your hometown library for research and studying. When classes resume, the pace really picks up and you may not have the time to catch up before exams are upon you.
- 2) Focus on completing one task at a time.
- 3) When you see an activity is nonproductive or you can't concentrate, take a break and reschedule it for later.
- 4) Take advantage of the fact that your mental clarity is often better in the morning and use that time for intensive study.
- 5) Be organized. Always put your keys in the same place when you get home to avoid a harried search. Put your clothes out for the next day before you go to bed. Put your books, study equipment, etc. near the door from which you leave so you won't forget them. Keep all your study material in a notebook with pages in correct order for easier studying.
- 6) Take care of your health. Pay attention to your diet, exercise, and sleep. Don't make "all nighters" the most common way you study.



STUDY SKILLS CENTER SERIES ACADEMIC ENHANCEMENT

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TIME MANAGEMENT

**Bowling Green
State University**



TIME MANAGEMENT

One of the best determiners of whether a student will succeed in college is the ability to manage time. When you deduct your scheduled classes, possible work hours, and other fixed responsibilities, what you have left is what is available for study.

Successful students use some type of time management system to help them to stay on top of things and to have time to do those things that they want to do.

What follows is a basic time management system that is adaptable to your individual needs and is not too complicated. The components include: setting a goal, using “hidden blocks” of time, focusing, using daily/weekly “to do” lists, and using a semester calendar.

SETTING A GOAL

Setting a goal means selecting an academic task and completing it. The task can be completing part or a whole of the assignment. The important thing is to pick a task **that you don't want to do and complete it first**. This guarantees that you will give the proper amount of attention to the subject you don't like and might avoid, putting it off till late at night or not doing it at all. Once the disagreeable task is completed, the other tasks will fall into place and you will get those done because you would prefer to do them.

USING “HIDDEN BLOCKS” OF TIME

It is a common perception among college students that they should study only in the evenings and during the week. However, if students extend their studying into the daytime and during the weekends, they can get ahead, and even have more time for recreational activities.

Using any of all of the following “hidden blocks” of time can make you a more efficient student:

- 1) **Directly after class (even if only one hour)** look over your notes looking for what you don't understand so that you can ask the professor during the office hours or before the next class. Since you heard the material very recently, you may be able to fill in those holes in your notes because you still have the links in your mind. This saves time later because you don't have to construct the lecture from scratch.
- 2) **Use time blocks during the day for heavy-duty studying.** You may be less tired and better able to concentrate. Also, the study areas may be less congested and distracted.
- 3) **Study material as soon as possible after the lecture while it is still fresh in your mind.**

FOCUSING

Once you have decided to study, use your study time efficiently.

- 1) **Find a study area that is free of distractions.** This is usually not your room. Evaluate your choice of study areas. You will waste much time if you cannot concentrate.
- 2) **Study near your professor's office during the office hours.** Then if you have questions, you can simply walk into the office and get the questions answered and get on with your studying.
- 3) **Vary your study area.** You may find if you study in the same surroundings, that you get too comfortable and may lose your concentration. You might choose to study in an empty classroom one time, the library another time, etc.
- 4) **Get off the bubble.** If you are struggling to understand a concept or work a problem, give it a reasonable amount of time (using your textbook, etc.); and then go to your Professor or TA. After your question is answered, you can continue with your studying instead of spinning your wheels.

- 5) **Study at a desk with your books, notes, etc.** Have a sheet a paper next to your study material. When something looks important, write it down on the paper (in your own words as much as possible). Writing it down helps to keep you attentive and you learn more efficiently when you use many of your senses.

USING A DAILY/WEEKLY “TO DO” LIST

Have some type of assignment notebook to write what you need to do by the week, or the day, if you prefer. Carry the notebook with you at all times. Break down large tasks into smaller steps. For example, instead of writing, “Do Term Paper”, write, “Find 3 references and write the introduction”. This requires you to allow enough time to complete big assignments with a “cushion” built in for any unforeseen disasters – ex. losing the material on your computer disk, the book you need in the library is checked out, etc.

SEMESTER CALENDAR

A calendar helps you to organize and plan ahead. By scheduling activities as soon as you are aware of them, you can break up large assignments into realistic tasks. Include the following information on your calendar:

1. All dates for exams
2. All due dates for papers and projects
3. Special events
4. Work schedule (if applicable)