Time Savers

WHEN to STUDY
• Discover your best times for study – when you are most alert – and use that time for study, not your laundry.

• Marathon study sessions are not effective – study a reasonable amount of time then take a short break (e.g., 50 minutes with a 10-minute break).

• Utilize in between time or waiting time to work on a piece of a project or assignment.

• Get a feel for what’s expected of you time wise by filling in the Semester at a Glance with projects, exams, papers, etc. and keep it were you can see it.

• Set specific goals for the week and commit to them in writing.

• Use daily “to do” list – prioritize your list and do the most important things first.

• Notice how others misuse your time and learn to say “no”.

HOW to STUDY
• Learn to organize paperwork – get handouts, syllabi, class notes, assignments organized quickly.

• Switch subject areas – instead of studying CWC all night, study Psychology one hour, History one hour, and CWC one hour.

• Do difficult assignments and study difficult subjects first.

• Break down overwhelming or large tasks into manageable parts and schedule to accomplish a little each day.

• Avoid talking/texting on the phone during scheduled study time – put boundaries around texting, Facebook, etc.

• In general: Schedule two hours of study time for each hour of class.

• Preview material to be studied – you will save on your reading time.

• Ask yourself often, “What is the best use of my time right now?” and do it! Refer to daily “to do” list.

WHERE to STUDY
• Discover where you get the most done and make that your place to study – pick two in case one is not available.

• When your concentration is interrupted, make a note of the task or concern breaking in, and gently bring yourself back to the task at hand.

Adapted from: University of MN Counseling and Consulting