

TIME MANAGEMENT STRATEGIES

1. Consider your commitments:

- Use a weekly schedule worksheet. Divide it into one-hour blocks
- Fill in all your fixed commitments (classes, discussion periods, labs)
- Add other regular scheduled activities, (part-time jobs, commuting time, athletics, etc.)

2. Blocks of study time and breaks:

- Develop and plan blocks of study time
- Determine which hours of the day you are most efficient (50 minute blocks are ideal)
- Take frequent breaks
- Study the hardest first when you're most fresh

3. Dedicated study spaces:

- Determine a place free from distractions (and friends) where you can maximize your concentration
- Turn off or put away your cell phone

4. Review notes and readings just before class:

- Write down 1 or 2 questions from readings
- Ask the questions in class; demonstrate to your instructor you are prepared

5. Weekly reviews: Know what's coming!

- Review your assignments, notes and calendar prior to the start of each week
- Be mindful of deadlines and exam dates
- Don't forget your online classes!

6. Achieve "stage one"--get something done!

- First, launch the project!
- Identify the first step to get the assignment started
- Roughly draft your idea and get going! You will have time to edit and develop it later

7. Use your free time wisely:

- Identify times when you can study "bits" (walking to school, riding the bus, in between classes, etc.)
- Review flash cards, or if you can concentrate, read or review a chapter

8. REWARD YOURSELF!

- Ideally, schedule a six-day week to allow yourself a "free" day to do whatever you wish!
- Don't over-extend yourself!
- Stick to a reasonable schedule!
- KEEP A BALANCE IN YOUR LIFE!

9. Utilize your resources!

- Visit with Academic Advising Programs in SSC 220



California State University **Chico**
Academic Advising
Programs

CHICO STATE WEEKLY PLANNER

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before							
8-9	GYM		GYM		GYM		
9-10		ENGL 130		ENGL 130			
10-11	HIST 130		HIST 130		HIST 130	STUDY/HW	STUDY/HW
11-12				STUDY		STUDY/HW	STUDY/HW
12-1	PHIL 102	PHIL 102	LUNCH	LUNCH	LUNCH		
1-2	LUNCH	LUNCH	STUDY MATH!				
2-3							
3-4	WORK	MATH 105	WORK	MATH 105	WORK		STUDY/HW
4-5	↓	STUDY PHIL!	↓	STUDY MATH!	↓		STUDY/HW
5-6							
6-7	DINNER						
7-8	STUDY ENGL!		STUDY HIST!	Ballroom Dance Class	Ballroom Dance Class		
8-9							
9-10							
10-11							
After							

MY CURRENT CLASS SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
After							