

TIME MANAGEMENT STRATEGIES



ACADEMIC
ADVISING

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 worst first when you're most fresh

3. **Dedicated study spaces:**
 - Determine a place free from distraction (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

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

CHICO STATE WEEKLY PLANNER

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before							
8-9	GYM		GYM		GYM		
9-10		ENGL 130		ENGL 130		STUDY/HW	STUDY/HW
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							STUDY/HW
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!	Bathroom Dance Class	Bathroom 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							