

# Time management

*You can study, do homework and still fit in extra activities and social occasions.*

## Managing your school day:

- Record homework tasks in your agenda the day they are assigned and include the due date.
- Write down tests and long-term projects (e.g. essays) on the day they're due *and* on the day they're assigned. A reminder in between is also a good idea.
- Record upcoming events you plan to attend.
- Plan long-term assignments and projects by recording details if they need to be broken into smaller parts.

## After class:

- List and number work in order of priority.
- Commit yourself to a schedule and stick to it.
- Schedule your time in half-hour blocks. Plan to spend more time on the subjects which require improvement.
- Set aside time for review two to three days before a test.
- Remember to schedule time to work on long-term projects.
- Take time for review returned assignments and tests.
- Transfer all unfinished tasks to a future date.
- Check-off all assignments that you have completed.
- Review your weekly schedule regularly and adjust if needed.



## Managing your tasks:

- Prepare a schedule that tracks study time, as well as regular commitments and leisure time.
- Regularly check your time use: set priorities for your work.
- Adjust your schedule until it is right for a particular semester or school year. Unrealistic goals will only discourage you.
- Divide lengthy or difficult assignments into short, manageable units.

## On managing home study and reviewing:

- *Nightly Review:* The day you get the information, spend five to ten minutes on each subject and another five to ten minutes reviewing the previous day's material
- *Weekly Review:* Select one day of the week for each subject, 15-20 minute review of the week's work.