

TIME MANAGEMENT TECHNIQUES

1. *Keep a schedule. Write down all committed time. Example: classes, commuting time, work, etc.*
2. *Estimate study time. Plan at least 2 hours of study for each hour of class.*
3. *Learn to prioritize using a daily “to do” list.*
4. *Break down a large task into small parts (“Swiss cheesing”).*
5. *Know your “prime time”—then best time for you to study.*
6. *Study harder subjects first.*
7. *Find a good place to study.*
8. *Assign yourself homework for each class every night.*
9. *Set goals and reward yourself when you complete them.*
10. *Balance study time, recreation, sleep, etc.*