

## More Helpful Hints

- ◆ Make a monthly calendar that includes all of your class assignments. Put in due dates for papers, projects, and presentations. Include due dates for reading assignments. Jot down when quizzes and tests will occur.
- ◆ Post your calendar at your desk or somewhere you will see it often.
- ◆ Use your syllabus to your advantage. Look at it often so you can stay ahead of the game. Ten weeks isn't a very long time – if you fall behind, it can be difficult to catch up.
- ◆ Find a “study buddy” to work with. The goal is to help keep each other motivated and accountable.
- ◆ Finish whatever you're working on now. Fight the temptation to put it off until later. If you finish it now, you'll have time to enjoy other activities.
- ◆ You may not be able to control the situation, but you can control your reaction.

## Start with a Time Log

A good way to start managing your time is to understand where you are spending your time. For one week, every time you do something, jot down the time you started it and the time you finished it on a paper schedule, such as those available in the CTL or on the CTL web site. After a week, you'll begin to see patterns of how you spend your time. You can then begin organizing and scheduling your time in a way that best fits your needs and goals.

## Center for Teaching and Learning



Location: Briggs Hall 139  
Phone: x6767  
E-mail: [ctl@lawrence.edu](mailto:ctl@lawrence.edu)

[www.lawrence.edu/dept/student\\_acad/CTL/](http://www.lawrence.edu/dept/student_acad/CTL/)

### CTL Hours:

Monday –Thursday	1:00 pm - 11:00 pm
Friday	1:00 pm - 5:00 pm
Sunday	7:00 pm - 11:00 pm

Assistance with academic skills/time management strategies is available through the CTL. Individual consultations on concerns relating to academic success are available Monday through Friday. You can request an appointment by calling x7022 or e-mailing the CTL Coordinator, Julie Haurykiewicz, at [<julie.a.haurykiewicz@lawrence.edu>](mailto:julie.a.haurykiewicz@lawrence.edu).

The CTL offers academic skills workshops throughout the year on various topics such as test taking skills, effective note taking, the importance of sleep, and more. Please check the CTL website or contact the CTL for more information about these workshops.

## Center for Teaching and Learning

Lawrence University

## Time Management Strategies

CTL  
Academic Assistance  
Series

[www.lawrence.edu/dept/student\\_acad/CTL/](http://www.lawrence.edu/dept/student_acad/CTL/)

## It Starts with a Plan

A lot of students think they can keep an accurate schedule solely in their head, but they usually cannot.

You should purchase a planner or use a computer-based calendar. Take time each morning or evening to review what you need to accomplish. Carry your planner with you and refer to it throughout the day.

## How to Use Your Planner

- ◆ There are 168 hours in a week.
- ◆ In pencil, schedule in anything during your week that cannot be moved, such as classes.
- ◆ Next, make sure to include time for things such as exercise, meals, and plenty of sleep. Good sleep is essential for optimal learning!
- ◆ Make sure to schedule study time each day. Think about your day and try to schedule times to study when you will feel energized and alert.
- ◆ Finally, add any extracurricular activities or other commitments that could be moved if needed.
- ◆ Think about leaving some blocks of time open for emergencies, errands, and special events.
- ◆ Be realistic about how much time things take and remember to be flexible — things do come up!

## Study Tips

- ◆ For every hour spent in class, plan on studying 2-3 hours outside of class each week.
- ◆ Choose a place to study that is free of distractions.
- ◆ Remove distractions, such as video games, from your space if you can.
- ◆ Make sure you have everything you need to study handy, such as pens, note cards, text books, etc.
- ◆ Start off with shorter time periods, such as an hour at a time, followed by a 10-minute break.
- ◆ Keep breaks short, but make sure to take them when you start to feel distracted or overwhelmed.
- ◆ If you do start to feel overwhelmed, take a step back and relax. Make an action plan or list and address one item at a time.
- ◆ As you develop your own system, you can adjust the amount of time spent studying in one session to fit your needs and goals.
- ◆ Assign less time to subjects that are easier for you or subjects you enjoy. Assign more time to subjects that are more difficult for you. Be realistic about the amount of time it may take to complete various tasks. Don't leave assignments and papers until the day before they are due.
- ◆ Be prepared in advance for class.
- ◆ If possible, try to study immediately after each class session in order to review what you've just learned. The material will be fresh in your mind. Re-write notes, make flash cards, etc.

## Other Helpful Hints

- ◆ There is no such thing as "free time." All time has value.
- ◆ You can either invest your time or give it away.
- ◆ To-do lists can be helpful. Make a short-term list and a long-term list and check off items as you complete them. It can be very satisfying to cross items off your list.
- ◆ Color code or number each task according to importance.
- ◆ Knowing what your most important tasks are is essential.
- ◆ Take time to put study items away properly so you know where they are the next time you need them.
- ◆ If you have a larger project to complete, create a larger block of time in your schedule to work on it without interruption.
- ◆ Make the most of down-time. Read an assignment while waiting for an appointment or between classes.

## LV Honor Code

*It is the responsibility of each student to understand what type/degree of assistance with course-work and assignments (if any) is appropriate in relation to the Lawrence University Honor Code.*