

Time Management

Create an Ideal Study Space:

- Somewhere comfortable without distractions, and minimum requirements (chair, table, plenty of light, and plenty of space)
- Minimize interruptions, stay away from email, and phone

Study at the same time of the day, every day. This is good for studying for a test but also very helpful in just everyday homework and studying. A good way to accomplish this is to create a study/homework schedule for yourself. When doing your homework and studying, always visual the end goal (usually an exam or paper). Start studying for the end goal while you are doing your homework by creating; outlines, test questions, flash cards, concept maps, etc...

What to do in your scheduled study time:

- Set goals for yourself to stay on track with your work
- Create a to-do list - what needs to be done?
- Break large tasks (such as a large reading) into small parts. Get feedback on your progress as you check off each task (for example, complete the problems at the end of chapter to test your learning).
- After you finish a task, decide on what you will do next then take a short break rewarding (10 min) before starting on it.
- Do not study for more than a few hours at a time.
- Annotate your text to manage the large volume of information you need to read (have read). (more on annotating on page 64).

Create a study group. In a successful group, everyone comes prepared and everyone can talk through a difficult idea with the group. Members of the group should be classmates but not necessarily friends. Groups should meet at a location that is conducive to studying and have clear goals and structure.