Managing your time decreases stress and leads the way to success. Planning and taking action are huge parts of life. Planning alone is ineffective. Taking action requires discipline. Planning actually gives you freedom and allows creative choices.

To Maximize your time:

- Put all important dates on a calendar or in a planner. Consult your class syllabi and review the academic calendar on the Registrar’s webpage.

- Next, plan weekly for study time.
  - Make class attendance a priority.
  - Set aside time for preparation and study using the times 2 rule (If you are taking 15 hours, multiple 15 times 2 to get your prep/study time = 30 hours.) Wow, 15 hours in class a week plus 30 more to prepare and study. That is 45 hours! Not planning for this large block of time will keep it from occurring.
  - Create a weekly study calendar to plot study/preparation time for each of your classes. Include time to review lecture notes the day they are taken.

Time Savers to Consider

Find an effective place to study and consistently use it.

Study smarter not longer (know your learning style, use the study cycle, study during the day vs. late in the day, use frequent intense study sessions over time vs. long marathon sessions, use time between classes)

Divide large daunting tasks into small sections that are easier to accomplish; set goals and take action

Fight procrastination and avoid perfectionism

Tackle difficult items first and deal with them quickly if possible

Schedule time for yourself making sure it happens and even using it for a personal reward

Schedule time for sleep to ensure optimal health and well-being

Keeping your personal and academic materials organized will facilitate efficient time management

Deal with distractions immediately and keep your attention focused

Prioritize your plan of action daily to reflect what is urgent and important