

Principles of Scheduling and Time Management

You will learn many things while you are a student at UMHB and you will have plenty of opportunities to choose to invest your time and energy in many different activities. Sometimes there simply aren't enough hours in the day to get it all accomplished. Perhaps the most important thing to learn that will help you be the most successful during your college career is how to manage your time. Below are several suggestions to think about as you experiment with time management to determine what works best for you.

1. The best way to start organizing your time is by **keeping a calendar/ planner/ agenda book**. Use it to write down all assignments and test dates.
2. **List your activities/ commitments by priority**. By focusing on the most important things first, you can make sure that they are completed on time.
3. **Allow yourself enough time for adequate study**. The general guideline is to study two hours for every hour you are in class. However, you may find that some courses require more time for study while others will require less. Start with two hours per class and adjust according to your need as the semester continues.
4. **Choose the right place and time to study**. Everyone studies differently so make sure you choose a time and place that works for you. We all have daily cycles of highs and lows when we are more alert or more sluggish. It is best to choose a time when you are most alert. Use your sluggish times for less demanding tasks such as laundry or errands. Some things to consider when choosing a place to study are lighting, noise, distractions, room temperature, and furniture. Find a place that is comfortable yet still conducive to your study needs.
5. **Study immediately after a lecture class**. You are more likely to retain information from class if you can review your notes right after class. Use this time to fill in gaps in your notes and review information you have just learned.
6. **Spread out your study times**. Thirty minutes to an hour of study at a time for each subject can be very efficient. When you study for longer periods of time you begin to lose concentration which will essentially be a waste of time since you are no longer retaining that information. Allow yourself breaks while you study. This also makes your study more efficient since your brain is able to continue processing what you have just learned. It is also wise to use to be aware of times that you can **combine activities**. If you are at the dentist office, have some time in between classes, or waiting on laundry to finish, make sure you have note cards to review or read a chapter while you wait.

7. **Allow for unscheduled downtime.** Too often we over commit ourselves which will quickly lead to burn out. Not allowing for flexibility in your schedule is a key reason why students aren't successful at following schedules.
8. **Don't forget to schedule time for FUN!** College is more than just class and studying. It's about making new friends and creating memories. The trick is to learn to find the balance between them.
9. **Don't forget the essentials – food and sleep.** College students are notorious for “burning the candle at both ends”. Your body depends on you to keep it healthy. Make sure you allow time for adequate sleep/rest. It is also important to fuel your body with the right nutrition. Pizza and soda will only work for so long. Believe it or not proper food and sleep will aid in information recall and can improve retention of what you are learning.
10. **Always look for ways to better manage your time.** Throughout the semester you may find that your original schedule no longer works for you. Adapt it, change it, make it work for you.