



STUDYING TIME MANAGEMENT

TWELVE TIPS FOR STUDYING AND MANAGING YOUR TIME:

1. Try to do the major portion of your studying during the daytime. You are likely to be less efficient and more tired at night.
2. Time yourself to determine how long it takes to read five pages of textbook or paperback school material. This gives you an idea of how long it will take you to do a reading assignment. It might take a little longer reading from a text because of all the information and you may have to read the material more than once.
3. Don't cram for hours the night before an exam. Study in one-hour segments over a period of days before the test.
4. Look closely at charts and diagrams. They might be short cuts to understanding material.
5. Try predicting the length of time it will take you to do an assignment. This will cause you to work harder and save time because you are more likely to concentrate and less likely to become bored.
6. Set a "stopping time" at night. This encourages you to work hard in anticipation of finishing by the particular time, or maybe even sooner.
7. Plan a definite time for studying each day. It will prevent a pile-up of work to be done, and make you less likely to put off studying.
8. Keep a record of all assignments in your notebook. Know the purpose of each assignment, what to do, and how to do it before you leave the class.
9. If a reading assignment is made, take time before class to review what you read so you are ready to take an active part in the discussion and know the answers to questions about the reading.
10. After studying about forty-five minutes, take a few minutes break to refresh your mind.
11. Spend ten minutes to review previous assignments before beginning to study new material.
12. Learning is cumulative, so new ideas should be included with information learned before. Putting it all together is easier if you schedule time daily to read, think, reflect, and review.