

1. **Don't fall into the trap set by Parkinson's Law ("work expands to fit the time available for its completion").**
Be sure to plan the length of time you need to complete a piece of work, but if you find yourself finishing ahead of time, then do so! Then move onto something else.
2. **Remember the Pareto Principle (the 80/20 rule): "You get 80% of the results from 20% of the work."**
Use this rule to help you plan your work and get the most out of your time -- be sure to do the most important stuff first, and do not get stuck in trivia. Ask yourself what material counts for the most -- do this first.
3. **Don't be a perfectionist: what do you have to do to get an "A"?**
No instructor demands perfection, and after a while there are bound to be diminishing returns on time spent perfecting something -- so call it "finished," and move on to something else.
4. **If you've labeled yourself a "night owl" then just once get up early.**
You might discover that early morning is a good time to be up and working!
5. **Money *does* buy time.**
Ask whether you need to make those purchases (*so maybe you can cut back on work time*). Or, ask yourself how much you would pay yourself for what you're doing right now? Is there a good pay-off?
6. **Get ready the night before.**
Make lists, find keys, get packed etc. at night, then you're ready to get off fast in the morning.
7. **Take time to plan your time.**
Time spent planning will pay dividends in efficiency -- it is not wasted time, but be careful not to use it as a excuse for daydreaming or procrastination.
8. **Attend class.**
As we've stated elsewhere, this means less work later.
9. **Schedule about two hours of regular review for each class hour.**
Don't work only if you have been given a specific assignment or "homework" -- you have to work with those lecture notes and read the text (*you have to assign this to yourself*).
10. **Schedule a place as well as a time to work**
Generally, the library or an empty classroom is the best work environment.
11. **Leave the easiest for last.**
Do the tough assignment first, when you feel most alert.
12. **Don't be a "blockhead."**
This means two things: one, don't schedule all your classes in a limited amount of time (say, three classes in a row every morning) -- you just won't be able to take it! Two, don't schedule three or four hour blocks of time for library work -- you just will not be able to work well for that length of time -- break it up, spread it out and you will be refreshed and work better.

13. STOP!

Stop what you're doing at the scheduled time and move onto next item. Again, there are diminishing returns -- so plan each block of work in such a way as to cover the most important material. If you're stuck with a problem you can ask the instructor for help, or go to the tutoring lab, or ask a classmate for help -- just remember that other work still needs doing.

14. Immediately break up large projects into smaller assignments for yourself.

Spread the work out over the time available to you and aim to get finished ahead of time - - remember, the "due date" is just the *last* possible time you can hand the assignment in and not be penalized, but you can be early! Getting the job done with time to spare means that all the materials you need will be available to you (let the others fight over them the day before it's due) and you will do much better work without the pressure of a "deadline."

15. Some classes may require more (or less) work than others.

Not all classes will require equal time, or you may have different ambitions in each class, especially those in your major

16. Use your best time well.

Generally we are more alert during the day -- plan to get schoolwork done then rather than late at night.

17. "Check off" accomplishments.

If you have a daily "to do" list check off what you've done and feel good about your progress that day.

18. Make sure you plan time for exercise and relaxation

You need time "off" and this is one of the benefits of time management -- you *can* fit it all in and you will be better for it!

19. Be flexible, but learn to say "no" to ideas that do not fit with your needs.

Set priorities in your life and stick to them. Learn to negotiate with friends to find a suitable time for that get-together.

20. Use small pockets of time well.

Always take something with you to do while waiting for an appointment (flash cards, a small book etc.). Plan the start of that paper while you're driving. Quiz yourself or a friend on some material you've learned.