

TIME MANAGEMENT

“CHEAT SHEET”



1.

Keep an organizer! Spend 5 minutes every morning keeping it up to date.

2.

Set realistic goals. You know how you study so don't schedule 5 hours of working on a paper when you know you will lose interest after 20 minutes. Instead, schedule 1 hour per day for 5 days.

3.

When you're studying or working on an assignment, turn off your cell phone, disconnect your internet (if you can), and find a **QUIET** place to work.

4.

Carry a book or an article that you need to read around with you and make use of time between classes to read.

5.

Divide up your study time so that you are not doing one thing for too long. Studying this way will help keep you from burning out on one subject.