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Time Management Guidelines for College Students

1. Develop a list of homework assignments with their due dates, estimated time needed to complete, and degree of importance (i.e., percentage of the grades). Schedule them accordingly.
2. For large assignments, break them down to smaller sized tasks.
3. Make a daily schedule including blocks of study time, break time, time for classes, traveling, eating, sleeping, exercising, personal hygiene tasks, and pleasurable activities.
4. If possible, plan your study time during the period of the day when you are most alert. Some people are more alert at nights, whereas others are more alert in the mornings. Use the time when you are tired for easy tasks.
5. Take advantage of the “in between” hours during the day to study. Examples are the one or two hours between classes or between classes and work.
6. After the class, try to study the subject as soon as possible. This is most effective because the lecture is still fresh in your mind.
7. Typically, for each college course credit, plan to spend three hours of study per week.
8. Schedule weekly review time to go over the cumulative work in each course.
9. When scheduling blocks of study time, set specific goals for each block. For example, “read textbook A, pp.1-30.” You will feel more satisfied when you accomplish your goals.
10. Schedule a 15-minute-break after one and a half to two hours of study.

11. During the study break, do not get involved with any activity that might keep your attention for more than the allotted break time including surfing the internet, cleaning your room, or watching an hour TV show. Consider activities that help you become alert such as stretching, going outside to get some fresh air, or dancing to music, etc.
12. Schedule make-up time and modify your schedule immediately, when unexpected events occur and take up your study time.
13. Studying at the same time and the same place helps maintain consistency and establish a mindset for studying.
14. Select or create an environment that is conducive to studying. Minimize disturbances and distractions by choosing a quiet place, turning off the cell phone and the television, and turning on the telephone answering machine.
15. Determine ahead of time a reward for sticking to the schedule. Make sure to take that reward when, and only when, you accomplish the task.