

TIME MANAGEMENT

In college, students spend only a fraction of their day in classes and are largely left on their own to structure their day in a way that will be productive. The greater freedom afforded to students also presents a greater number of choices. How does one choose which and how many activities to participate in, when and how to do schoolwork, and how to ensure that study time is used as efficiently as possible? There are many different strategies that can be employed to enhance time management. The ones listed here are a good start, but to truly maximize your time management skills, we strongly encourage you to attend an OAR time management workshop, or some in and meet one-on-one with an OAR staff member to develop an individualized approach to managing your time.

Time Management Strategies

Plan for support

Build time into your schedule to reach out to faculty for clarification, to attend recitations, office hours, and review sessions, or visit the Writing Center for extra support.

Study immediately after class

Edit your notes and start your assignments while the material is still fresh in your mind. This makes it easier to transfer information from short-term to long-term memory.

Trade time - don't steal it

If something comes up that causes you to miss a study period, reschedule it immediately. It's ok to adjust your schedule when other opportunities arise, but don't allow them to rob you of valuable study time.

Use your waiting time

There are likely many times throughout the day when you have a few minutes of blank space. Be prepared and use that time productively.

Plan for productivity

Schedule study sessions in times and places where you are most productive. You will probably get more done at 10am in the library than in your bed while your roommate watches House of Cards on Netflix.

Don't use planning as a procrastination tool

It is wise to spend some time planning out your week to maximize your efficiency. However, too much time spent on this activity could just be procrastination.

Organize your physical space

Keep your books, notes, and other class materials neatly organized. Don't waste time searching for these things.

Make a not-to-do list

Determine what habits of activities are wasting your time and avoid them.

Stick to your system

Commit to your time management strategy – just make sure it is flexible enough to handle unforeseen circumstances.

Take the "so/and even so" approach

Instead of saying, "I only have 10 minutes before I leave, so I can't make any progress on my paper", say, "I only have 10 minutes, *and even so* I can _____" You can apply this philosophy in a wide variety of situations.

Develop a repertoire of little breaks

Those little breaks can last for hours and turn into agents of procrastination. Develop a set of short, refreshing activities you can use to break up longer study sessions – take a nap, take a walk, read a novel, do the dishes, etc. Make sure breaks are short (long enough to be restorative) and closed-ended.

Schedule your homework during office hours

If possible, do the work near your professor or office. That way, if you have questions, you can drop in and get help. If possible, start about 30-60 minutes before office hours start so that you can identify any issues you might want to cover.