



USF St. Petersburg
Academic Success Center
TER 301
Time Management

Construct a Schedule

Have some form of a schedule (daily, weekly, monthly). Putting classes, time for studying and other activities or events into some form of a schedule will aid in time management and overall organization. Try an online schedule to see where your time goes each day (<http://www.studygs.net/schedule/>) or schedule your week (http://www.d.umn.edu/student/loon/acad/strat/time_use_chart.html).

Find the Best Time and Place to Study

Be consistent here. Develop a routine and pick times and places to study that will increase your productivity. It is best to study when you are most alert and in places free from distraction. Visit the Academic Success Center. The ASC is a great place to study and take advantage of the resources available to students.

Develop Blocks of Time to Study

Study for 50 to 90 minutes at a time. Don't wear yourself out. Listen to your body and take breaks when needed.

Prioritize Assignments

Recognize what work needs to be tackled first to avoid cramming and enhance your quality of work.

Break Up Big Assignments

Attack bigger assignments in bite size chunks. Try outlining a timetable for the assignment with several deadlines for each part of the project. In the end the big deadline will take care of itself. Try mapping big assignments online at <http://www.lib.umn.edu/help/calculator/>.

Use Downtime Productively

By using short time periods (between classes, commute time, etc) for studying more time is left for your other commitments.

Review Readings and Notes

By reviewing your readings and notes before and after class the information will be more readily available and you will need less time for exam preparation.

Be Flexible

No schedule should be absolute. Feel free to adapt your schedule to better fit your needs.

Take Care of Yourself

A healthy you is a productive you. Be sure to eat well, get exercise and plenty of sleep. These are all things can be included in your schedule.