



## Time Management - Schedule Your Time Well

### How Can a Schedule Help?

- ✓ It saves time by helping you to keep from wasting time
- ✓ It allows you to give enough time to each subject (more time for difficult subjects and less time for easier subjects). It makes every minute count.
- ✓ It helps you to settle down to work more quickly. It increases concentration.
- ✓ It increases your reading and study efficiency.
- ✓ It helps you to distribute your study time properly for increased learning. It prevents cramming.

### Making a Schedule

- ✓ Fill in class hours
- ✓ Fill in any after-school activities and/or sports
- ✓ Indicate meal and sleep times
- ✓ Allow at least 5 minutes immediately after a class (or as soon as possible) to review notes.
- ✓ Be realistic and allow enough time for eating, sleeping, exercise, and play.

### Try Out Your Schedule for One Week

- ✓ Record what you actually did (if you didn't stick to your schedule)
- ✓ Be honest with yourself in keeping track of the time really spent studying
- ✓ Look for problems in your schedule
- ✓ Be careful of time spent "having a break" for example, 5 minutes that actually wastes 45 minutes
- ✓ Note the amount of time you might be able to save.
- ✓ Make out a new schedule, revising it to fit reality.



## Some Hints on Planning a Better Study Schedule

Study at a regular time and a regular place. Establishing habits of study is extremely important. Knowing what you are going to study and when saves a lot of time in making decisions and retracing your steps to get necessary materials, etc. Avoid generalizations in your schedule such as "study." Commit yourself more definitely to "study social studies," for example, at certain regular hours.

Study as soon after your class as possible. Ten minutes spent soon after class will do as much good in developing an understanding of materials as an hour a few days later. Check over class notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate.

Use odd times during the day for studying. The ten-minute car ride could be spent reviewing class material. Planning and establishing habits of using your spare time for a review session will result in free time for recreation or activities at other times in the week.

Limit your blocks of study time. Study no more than 1/2 hour on any one subject at one time. After 1/2 hour to 1 hour of study, you begin to become tired and it becomes harder to concentrate. Taking a break and then switching to studying some other subject will provide the change necessary to keep your energy.

Provide for spaced review. This is a regular weekly period when you will review the work in each of your classes - and be sure you are up to date.