



Time Management

Why Plan?

- Planning creates freedom. You may say, “Me? Plan? No way. I don’t want to be up tight. I don’t want to lose my spontaneity. I want to be free.” One way to feeling calm, peaceful, powerful and free is to have a plan. Often when you are worried and hassled it is because you don’t have a plan.
- You set the plan. Many times people feel as if their lives are planned by others - teachers, parents, advisors. But if you look to the future, you can choose to see what you are doing now as part your plan for your whole life.
- You choose how to achieve the plan. Degree plans may include courses you would not have chosen for yourself. But you can determine how you achieve your goals. Expectations might be determined for you, but how you meet the expectation is up to you.
- Planning frees you from constant decisions. Having a study schedule makes it easier to plan guilt free time to spend with your friends rather than constantly deciding whether to study or to play.
- Planning and action create your life. Planning alone is ineffective. Nothing in our lives changes without action. The value of planning is that it promotes actions that we consciously choose.

Tips

Develop an overview of everything you want to accomplish. Keep a calendar of everything due this semester, this month, and this week. Write weekly and daily goals.

Break projects and papers into steps. Determine the steps you need to complete larger assignments and set deadlines for the smaller steps.

Use your biological rhythms to your advantage. Identify the times of day when your energy levels are at their highest and do your most difficult work at those times.

Develop a study ritual to use each time you study. For example, take several deep breaths before you begin.

Plan 50 minute study blocks with 10 minute breaks. Studying material shorter periods of times over several days is more effective than studying several hours in one day. You will recall more information on the test.

Ten minutes of studying in a quiet place is equal to one hour studying in front of the TV.

Work first, play later (as a reward). Reward yourself for following a study plan. Blowing off your plan has its own reward - you get to do whatever you want.

Schedule flex time. Have room on your calendar to reschedule items missed because of unexpected delays in your day. Be ready to make a "Plan B".

Carry flashcards with you so you can use wait time to study. Making flashcards is a highly effective form of study.

Keep study materials, such as note cards, highlighters, pens, and calculators in your backpack so they are always available for study times.

(Source: Baylor University. Office of Academic Support. “Keeping Focused.” and “Time Management.”
https://www.baylor.edu/support_programs/index.php?id=42441