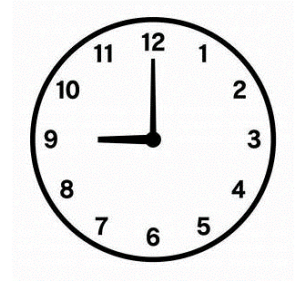


Time Management: Foundation of Academic Success

Carefully manage study time daily, weekly, and throughout the semester to improve academic performance.



Step 1. Prepare a Term Calendar – Before getting heavily involved in studies or other activities, prepare a calendar that covers the entire term at the start of each new term. The term calendar can look like a regular monthly calendar or it can employ a different format. Regardless of the format, the term calendar should outline the following:

- 1) Assignments with their due dates
- 2) Tests with their dates
- 3) All college activities
- 4) All extra-curricular activities

Step 2. Prepare a Weekly Schedule – Unlike the term calendar, which is planned in its entirety at the beginning of each term, the weekly schedule is prepared no later than on Sunday of every week with updates as the week progresses and new items arise. To prepare the weekly schedule do the following:

- 1) Write down on the calendar each class for each day of the week
- 2) Take a look at the term calendar and write down on the weekly calendar items that need to be completed, or are occurring that week (i.e., assignments, tests, events, etc.)
- 3) Review all class notes and your schedule from the prior week to see if anything is carrying over that needs to be added to this week's schedule.
- 4) Add to the weekly schedule any extra-curricular activities during the upcoming week.
- 5) Note the day and time for each assignment, study session, workgroup, or project that requires completion or participation during the week.

Step 3. Prepare a Daily Schedule (TO DO List) – Successful students also prepare a daily schedule. Each evening, prepare a daily schedule for the next day. Place a checkmark next to each item to be completed as it is completed. To prepare the daily schedule do the following:

- 1) Jot down everything from the weekly schedule that needs to be done the next day.
- 2) Write down everything from the previous daily schedule that wasn't completed and needs to be completed in the coming day.
- 3) Check the daily schedule for the current day to see if any other activities need to be included for the following day.

One of the keys to effectively managing study time is to start with the big picture and then work down to the details.

- The term calendar provides direction and instruction for accomplishing the big picture.
- The weekly and daily schedules provide the detail required to accomplish everything in the term calendar, enabling the accomplishment of term goals one day and week at a time.

More Time Management Tips – In addition to term, weekly, and daily calendars, other strategies to help accomplish more and make the most effective use of time include:

- 1) **Prioritizing assignments** –Tackle the hardest subjects first, while still fresh and energized; this makes the remainder of study periods easier.

"If you want to make good use of your time, you've got to know what's most important and then give it all you've got." – Lee Iacocca

- 2) **Breaking it down** – Study topics can be vast, approaching them all at once can be overwhelming, and knowing where to start can be difficult. Think about everything that must be done to study the entire topic and write them down. Then, break it down into small chunks to learn them one at a time. As each is completed, check it off or cross it out. Seeing the list get smaller motivates continued completion.
- 3) **Finding a dedicated study space** – A key to ongoing time management is to find and stick to a dedicated study space free from distractions to sustain concentration.
- 4) **Creating blocks of study time** – Have dedicated study time–blocks to focus on studies. Blocks around 40 to 50 minutes are ideal, but may be longer or shorter based on the subject and ability to concentrate. It's okay to take study breaks between study blocks for a snack or to walk around and stretch, but whatever you do, go back to studying after five or ten minutes.
- 5) **Scheduling fun activities after academic work** – One of the most difficult, yet important, elements of effective time management, is to put academics first. It's easy to think that assignments can get done later, before bedtime, or tomorrow. Putting off less important activities until after completing academic work allows enjoyment of "fun" activities without the pressure of schoolwork looming.
- 6) **Using helpful resources** – It's critical to rely on the help, expertise, and knowledge of others to assist with the learning process. Instructors, smart friends, tutors, study groups, and even the Internet, are useful resources for tackling complex subjects and making the most effective use of time.
- 7) **Joining a study group** – Study groups offer several advantages to students, the least of which is the ability to cover more material faster. Working in a study group can expedite learning.
- 8) **Exercising. Eating healthy. Getting plenty of sleep** –. If not at your peak, you won't be able to focus or concentrate, nor will you have the energy or stamina to complete your studies efficiently.
- 9) **Being flexible** - Unforeseen obstacles are bound to happen, therefore avoid waiting until the last minute and build in "cushion time" to respond accordingly. After a challenge, get back on track as soon as possible and maintain the monthly, weekly, and daily schedule.

The illustration below recaptures key facts about effective time-management:



Adapted by CGCC's Title V Project from:
Loveless, Becton. "Study Skills for Students", January 2024, Education Corner,
<https://www.educationcorner.com/study-skills/>. Accessed 3 July 2024