

5 TIME MANAGEMENT TIPS

"You may delay, but time will not." Benjamin Franklin

1. Establish goals.

Both long term and short term goals will help you stay focused.

- ✓ Short term goal example: Read one research article each day for the next week for my Government analytic review paper.
- ✓ Long term goal example: Maintain a high GPA for admission to medical school.

2. Get a planner.

- ✓ Take the time to combine all of your assignments onto one calendar. This will help you plan your studying throughout the semester. Also, you will know when multiple assignments are due on one day and be better able to prepare.
- ✓ Write down all of your fixed commitments, such as class, meetings, meals, and practices.

3. While working, concentrate on one thing at a time. You will be better able to focus and finish the task more quickly.

4. Structure out-of-class time.

- ✓ Determine your most efficient time of the day and study regularly during that time.
- ✓ Use the small bits of time in between classes or activities to read or review notes.

5. Build in rewards.

- ✓ Don't study the same topic for more than 1.5 hours. Take breaks and reward yourself with a Facebook break or a trip to Einstein's.

BUT BEWARE OF FATAL MISTAKES

- Procrastination
- Overextending Yourself
- Losing Focus

Follow the 888 formula for a Balanced Schedule

The 888 formula splits the 24-hour day into three 8-hour parts: sleep, school, and leisure. Sleep is vital for a healthy lifestyle and for a productive attitude. Do not skimp on sleep. School includes time spent in class, preparing for class, and completing assignments. Leisure encompasses any jobs, athletic commitments, and time with family and friends. Consider each of these sections and their commitments while planning your days.

