

Time Management Guidelines

1. Have a **self-time**. Set up, and keep, a time each day or week to think about your plans and analyze your previous performance.
2. **Write down** what you must do, on a notepad, daily schedule, calendar, or all three.
3. Be **organized** before you begin a task. Have materials, books, research, etc., ready.
4. Complete your most important task before moving on to the next. Give each task your total attention. **If you don't have time to do it right, how will you have time to do it over?**
5. **Schedule regular work sessions**. Study for three or more hours if possible. Inform family, friend, or colleagues not to interrupt these sessions.
6. Pick up a “**Do Not Disturb**” sign and place it outside the closed door of your workroom or office.
7. Be prepared to use opportunities when you might have to wait as extra study time. Bring class notes and/or texts with you to read and review.
8. Plan to spend **5 to 15 minutes** before each class for preview and the same amount of time following each class for review. Schedule a weekly review of all notes and reading assignments for each course.
9. **Anticipate unexpected occurrences** and allow additional time to meet unforeseeable situations. Do not wait until the last minute.
10. **Do not try to be a crisis manager**. Trying to do too many things in too few hours, for example cramming for tests, adds up to poor work, poor results, and emotional stress and strain on yourself and those around you.
11. Make plans actually happen by **rewarding yourself** after you stick to your plan.
12. Be **realistic** about your plans.
13. Plan **recreation** time.
14. We usually forget a large percentage of what we hear immediately after hearing it. **Practice attentive listening**.