TIME MANAGEMENT
for STUDENTS

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Cabrillo College

Handling Physical Distractions

Learn to say no
Use the telephone wisely
Study where distractions are minimal
- Study carrels in the library
Study where you'll be alert
Remove the noise

Handling Internal Distractions

Would you pay yourself for what you're doing?
Perfection is usually not necessary
Put up your goals
Note how you waste time so you can make changes
WHEN to STUDY

- 2-3 hours for each lecture hour
- 45 - 60 minutes; break 5 - 10 minutes
  - Except for creative projects & memorization
- Study difficult or boring subjects first
- Use waiting time
- Daylight hours are usually best
- Review class notes daily
- Study each subject for a short time daily

Planning your TIME

- 5 - 15 minutes at end of study time to review & plan next session
- Prepare for school the night before
- Leave time for the unexpected
- Schedule downtime for fun & relaxation
- Schedule time for errands, bill paying etc.

DAILY PLANNING WORKSHEET

- Needs to be readily available
- Have big enough spaces to easily write in & read
- Should include scheduled events and
  - TO DO LIST
  - People to contact
MUST DO, SHOULD DO, COULD DO LIST

**MUST DO**
- Meet Anatomy study group @ 4 in library
- Finish outline for History research paper
- Go to bank

**SHOULD DO**
- Make Anatomy flash cards for chap. 6
- Call Joe about Sat. night party

**COULD DO**
- Get Mom’s birthday card

SCHEDULING your TIME

- Set aside 5 - 15 minutes at end of study time to review & plan
- Keep a planner & calendar for
  - All assignments & due dates
  - Tests, quizzes, & exams
  - Personal deadlines to complete
    - Projects & papers
    - Exam & test preparation

STUDY CALENDAR

<table>
<thead>
<tr>
<th>Mon.</th>
<th>Tue.</th>
<th>Wed.</th>
<th>Thu.</th>
<th>Fri.</th>
<th>Sat.</th>
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<td>read chap. 3</td>
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<td>Notes</td>
<td>Reward</td>
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<td>Form study group</td>
<td>1-2 wk.</td>
<td>2/1</td>
<td>Class signup sheet</td>
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<td>Active learning</td>
<td>1-2 wk.</td>
<td>2/3</td>
<td>Not late at night</td>
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<td>2/3</td>
<td>Watch TV</td>
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<td>Free Study Notes</td>
<td>1-2 wk.</td>
<td>2/3</td>
<td>Peer support</td>
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<td>Mid-term</td>
<td>2 hrs.</td>
<td>3/2</td>
<td>RELAX dinner &amp; movie</td>
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