

### Seven Hints On Time Planning\*

*\*Taken from Effective Study Materials P.O. Box 603, San Marcos, Texas*

1. **Build your schedule around your commitments.** Some activities have fixed time requirements and others are flexible. The most common are:

- **FIXED:** classes, eating, organizations, worship, employment
- **FLEXIBLE:** sleeping, study, recreation, personal grooming

2. **Plan sufficient study time.** Most college classes require about **two hours** of outside work per week per credit. Multiply your credit load by two to get an idea of the time you need to study. If you are a slow reader, or have other study needs, plan more time to study. **Break assignments** into smaller segments, such as library research, read articles & take notes, rough draft, edit paper, final draft. **Break study tasks into smaller segments**, such as: read chapter, outline chapter, make note cards, study note cards, review for exam.

3. **Study at a regular time** and in a regular place. Knowing what you are going to study, and when, saves a lot of time in making decisions, finding necessary materials, etc. Commit yourself more definitely to "study history" or "study chemistry" at certain hours.

4. **Study soon after class.** Check over lecture notes while they are fresh. Start assignments while your memory of the assignment is still accurate.

5. **Utilize off hours for study.** Those scattered one or two hours free periods between classes are easily wasted. Using them for study will result in free time for recreational activities later on.

6. **Study no more than two hours on any one course at one time.** After studying for two hours you begin to tire and your ability to concentrate decreases rapidly. To keep up your efficiency, take a break and then switch to studying another subject.

7. **Borrow time-don't steal it.** Whenever an unexpected activity arises that takes up time you had planned to use studying, decide immediately where you can trade for "free" time to make up the missed study time and adjust your schedule for that week.

#### **Maximize your efficiency by working with your body cycles:**

**Cognitive Tasks 8am-12pm:** Cognitive, or mental, tasks such as reading, calculating, and problem solving are performed most efficiently in the morning.

**Short Term Memory 6am-10am:** Short term memory tasks such as last minute reviewing for tests performed early in the morning.

**Long Term Memory 1pm-4pm:** Longer term memory tasks such as memorizing speeches and information for application are best performed in the afternoon.

**Manual Dexterity 2pm-6pm:** You are most efficient at tasks involving the use of your hands such as keyboarding in the afternoon and early evening.

**Physical Workouts:** Because of Circadian Rhythms it is best to engage in physical activity in the evening when your large muscle coordination is at its peak.

**Monitor & Reward Behavior:** Acknowledge what you have accomplished! Check off items and reward yourself! Take a break after completing an important task and reschedule uncompleted objectives. Acknowledge your effort!