

Time Management

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Student
Academic
Success
Center

Time management requires maintaining a balance among four areas of one's life:

- **Intellectual** –class time, study time, research
- **Emotional** – positive self-reflection and assessment about goals
- **Social** – playtime, non course-related interactions with others
- **Physical** – taking a walk, riding a bike, exercise, athletics

Managing your time, setting goals and priorities, and “sticking to a plan” are essential elements for academic success.

Some students find it helpful to divide study time in the following way:

:

- Designate $\frac{1}{4}$ time reviewing material from previous classes
- Designate $\frac{1}{2}$ time working on current material
- Designate $\frac{1}{4}$ time previewing material for next class

A daily Planner or Agenda is an essential tool to use for keeping track of your life. Record dates, deadlines, and assignments all in one convenient planner. Are your priorities in place? Do you regularly plan time in your schedule to take care of the things you value most? How often do you feel pulled between the things you WANT to do and the things you HAVE to do? Develop a personal mission statement.

Additional tips:

- Study difficult or boring subjects first
- Be aware of your best time of day
- Pay attention to your attention—concentration requires work. Attend to your Metacognitive strategies – thinking about your own thinking process
- Agree with roommates about study time
- Turn off the cell phone and instant messaging
- Learn to say no
- Hang a “Do Not Disturb” sign on your door
- Use a planner
- Use a White Board for a Semester Calendar
- Plan two to three study hours for every hour you are in class (Hint: 15 credits = 15 hours per week of class/lab time). Graduate and medical students need to adjust this commitment.