PLANNING YOUR TIME

- In high school, your day was mapped out for you. Now, you may have several hours a day when you are not in class. Instead of thinking of this as free time, think of it as unstructured time. Only you can decide how to best use this time. Planning when you will study, read, and complete assignments during your unstructured time is essential for success in college.

- Plan your schedule to have ample time to study, with maximum concentration. Allow some time for recreation and relaxation, but schedule your study time FIRST! Use time between classes effectively. Develop the habit of going to the library or another quiet place on campus, rather than returning to your residence-hall room or going home.

- Very soon after each class, reserve at least 15 minutes to review your notes. While the lecture is still fresh in your mind, you’ll be able to fill in missing details in your notes. You’re also studying gradually throughout the semester.

ENVIRONMENT

- Study where noise and distractions are minimal. Try to disregard disturbances, rather than react to them. If you study at home, tell those you live with that you cannot have phone calls or visitors while you are studying. Turn off your phone, TV, and computer. Store your phone away from your study area.

- Find a place where you can concentrate. It is usually better to sit in a not-too-comfortable chair and a cooler room while you study. Avoid studying on your bed.

- Make one place sacred for studying, a place where you study and do nothing else. Look around campus for quiet places that are conducive to studying.

- Keep your study area free from extraneous items that might distract you. Turn off your phone and put it far away. Have all necessary materials, such as pens, pencils, index cards, or calculator close at hand so you won’t have to break your concentration to locate them.

STUDY SESSIONS

- Set specific goals for each study session. Take a few moments to list what you plan to do. Be realistic. Don’t plan more than you can complete during that time.

- Decide the order in which you will do your study tasks. Vary the tasks so you’re not doing one type of activity for a long stretch. For example, read Psychology, then write the first draft of an English paper, and then work on Math problems.

- Set a definite time to begin studying, and start at that time – even if you have to turn off your phone, set your alarm, turn off your computer, or ask friends to return later.

- Concentrate only on the task at hand. If you suddenly think of something else, jot it down on a memo pad or index card so you can put it out of your mind until after you finish your work.