

**Eastern Mennonite University
Academic Success Center**

Time Management Study Skills

The effectiveness of your time schedule will depend on the care with which you plan it. Careful consideration of these points will help you to make a schedule which you can control and which will work for you.

- 1. Plan a schedule of balanced activities**
 - a. College life has many aspects which are very important to success
 - b. Some have fixed time requirements(eating, organizations, classes, church. work); some are flexible(sleeping, personal affairs, recreation, relaxation, study)

- 2. Plan enough time in studying to do justice to each subject**
 - a. Most college classes are planned to require about three hours of work per week per credit hour in the course
 - b. By multiplying your credit load by three you can get a good idea of the time you should provide for studying. Of course, if you are a slow reader, or have other study deficiencies, you may need to plan more time in order to meet the competition of college classes

- 3. Study at a regular time and in a regular place**
 - a. Establishing habits of study is extremely important
 - b. Knowing what you are going to study, and when, saves a lot of time in making decisions and retracing your steps to get necessary materials, etc.
 - c. Avoid generalizations in your schedule such as “**study**”
 - d. Be specific – commit yourself more definitely to “**study history**” or “**study chemistry**” at certain regular hours

- 4. Study as soon after your lecture class as possible**
 - a. One hour spent after class will do as much good in developing an understanding of materials as several hours a few days later
 - b. Review lecture notes while they are still fresh in your mind
 - c. Start assignments while your memory of the assignment is still accurate

- 5. Utilize odd hours during the day for studying**
 - a. The scattered one- or two-hour free periods between classes are easily wasted
 - b. Planning and establishing habits of using them for studying for the class just finished will result in free time for recreation or activities at other times in the week

- 6. Limit your blocks of study to no more than two hours on any one course at one time**
 - a. After 1-1/2 to 2 hours of study, you begin to tire rapidly and your ability to concentrate decreases rapidly
 - b. Taking a break and then switching to studying some other course will provide the change necessary to keep up your efficiency

- 7. Trade time – don’t steal it**
 - a. When unexpected events arise that take up time you had planned to study, decide immediately where you can find the time to make up the study missed and adjust your schedule for that week
 - b. Note the three weekend evenings; most students can afford no more than two of them for recreational activities but may wish to use different evenings on different weeks
 - c. This “**trading agreement**” provides for committing one night to study, but rotating it as all recreational possibilities vary