

How to Manage Your Time

Use this guide together with your preferred Weekly Schedule format to figure out **when and how to study** each week. If you would rather manage study time on your smartphone, try any of the free apps listed on Advising's Student Success Resources page!

First, write these **priority times** on the Weekly Schedule.

1. Enter your **class and lab times**.
2. Record your typical **meal times and sleep times**.
3. Enter your **work schedule** and **commute times**.

Second, enter the different types of **study time** on your Weekly Schedule.

1. Schedule a **preview time immediately before each class** (10-30 minutes) whenever you can. During the preview, review your notes, course outline, and study guide to prepare for class. If you have two or more classes in a row, schedule a slightly longer preview time and go over your notes for all of those classes. If your classes start early in the morning, schedule your preview time for the night before.
 - Example: Write "Preview: English/Math" on the time table.
2. Schedule a **review time immediately after class** (10-30 minutes) whenever you can. Use this time to edit and summarize your notes. You should also look over any assignments that were given and begin to plan when and how you will do them.
 - Example: Write "Review: English/Math" on the time table.
3. Schedule your **intensive study for each class**. Schedule some study time *each day for each class*. This should be a longer block of time. Learning is more effective if you study every day instead of once in a while. When you schedule intensive study time, plan to complete a certain task: read the assigned chapter, take notes on an assigned reading, or complete the assigned homework.
 - Example: Write "Intensive: English/Math" on the time table.
4. Schedule your **weekly review for each class**. Do this at the end of the week if possible. This is when you can review all your notes and look at all the reading assignments together for a class. What is the overall theme? What were the main things you learned this week? Are there important parts that you missed or feel you need to review?
 - Example: Write "W.R.: English" or "W.R.: Math" on your time table.

Don't forget...

- **Daily physical activity** is a healthy habit to pair with studying! Research shows that regular exercise, even if it's just a short walk or playing a game of catch, will help you feel better, reduce tension, and help balance your life.
- Leave yourself time to do the **fun stuff** too! Open times in your schedule will allow you to connect with family, friends, and your community - all the people who want to support you being a great student!

Hint: Not enough time in your Weekly Schedule to do what you need to do? Visit with the Advising Center at Levelland or Reese to review where you are losing time! If you don't have enough time to study and do well, your grades will suffer.