

Time Management Tips

- Keep a weekly chart to help track your time.

- Note scheduled tests and due dates for major assignments and your chart.

- Set daily goals.

- Break large projects down into smaller chunks.

- Use small bits of time, about 10 minutes, to review vocabulary lists, names and dates, formulas, or other facts.

- Watch out for activities that take up a lot of your free time, but don't provide much benefit, such as talking on the phone or watching television.

- Build time into your schedule for unpredictable happenings.

How to Regain Control of Your Time

- If you fail to plan, you plan to fail!

- Learn the theory of “chunking.”

- Look for smaller bits of time.

- Watch for time “robbers.”

- Allow some time for the unexpected.