WHAT CAN I DO IN A FEW MINUTES?

**Five Minutes**
Plan what you will study during your free time tomorrow.
Do deep breathing or a relaxation exercise to calm your mind before studying or your next class.
Stretch to improve alertness.
Organize your class notes in preparation for study.
Do a quick review of your recent class notes before moving onto new material for the next class. You will increase your retention of material by doing this review within 24 hours of your class.
Go over a few flash cards from your foreign language class or formulas for math/science classes.
Preview a long assigned reading. Formulate a few questions.

**Fifteen minutes**
Plan your schedule for the next day and create a “to do” list.
Make an appointment to see a professor for extra help.
Study for a quiz.
Make a quick call home.
Brainstorm ideas for an essay / paper.
Outline a research project / term paper, put due dates on your calendar.
Take a power nap.
Take a walk.
Set up your notes for a long reading.

**Thirty minutes**
Meet with a professor to discuss an upcoming test or to get clarification on an assignment.
Outline a course project.
Study with a partner for an upcoming test.
Exercise.

**Forty-five minutes**
Complete a short assignment in the library
Complete a moderate reading assignment.
Meet to plan / practice a group assignment in the library.
Type a 3-6 page paper.
Conduct a computer search in the library for a research project / paper.

The important thing is to plan your day / week / term effectively. Backward planning is the key to academic success and helps you avoid procrastination.