Tips to Maximize Your Time

Try one of these tips every day and challenge yourself to find out one or more that work for you.

1. Plan your study time and gain momentum by using 1 hour blocks.

2. Utilize your daylight hours. (1 hour of daylight study = 1 ½ hours of night study. The most productive times of the day to process information are from 8:00 – 11:30 AM and in the early afternoon.

3. Establish basic time and task goals before studying. Be specific.
   Not effective: "Study History"
   Effective: "History: read p. 33-42. Look up vocabulary for quiz.

4. Treat school like a full time job...

5. Establish priorities (Make “To Do” lists). Do the most important things first.

6. Attack the most difficult and challenging tasks first. Don’t procrastinate. Later you will be too tired and your energy level will be even lower.

7. If you find yourself distracted by thoughts of other things you need to do, simply stop and write them on a notepad and then place the pad face down on your desk. Then, bring your attention back to the task before you.

8. If you are distracted by noise, interruptions, and/or e-mail in your room, then seek a quiet place to study. Why stay in your room if it isn’t the most effective place to study? Remember it takes 21 days to develop a new habit.

9. USE YOUR WEEKENDS! By investing some weekend time in studying, you can (ideally) get ahead or (probably more realistically) catch up.

Sources: