

Finding the Time to Study

Have you been telling yourself you need to study harder? Instead, maybe you need to study smarter.

Mindset Matters

You may think you can't possibly commit to a planning system because life is so unpredictable, but it can be manageable if you use your system to maximize your time. When life hands you a crisis, you will have time to respond to it.

Control your time by learning to say "no thanks" to activities that interfere with your studying. Make a decision that your studies come first. When you feel in control of your time, you can focus on your course work. You will find you have more time for other activities.

Looking for a personalized system?
Schedule a meeting with an Academic
Support Resources staff member.



Which System is Best?

Don't allow yourself to become overwhelmed by choosing the perfect system. The best system is the one you will use consistently.

Keep it simple and easy to use.

See if one of these options works for you:

Google Calendar + Tasks

Apps like Shovel, Todoist or Sunsama

A paper planner that is always with you

How to Create a Time Management System

Calendar

Start by blocking out class times, work, SI sessions, study group time, tutor appointments, meetings and exercise into your calendar system.

Include reasonable wake up and bedtimes for yourself within your schedule.

Add in 2-3 hours of study time for every class hour.

Take time to input due dates for large projects, papers and exams with reminders in advance to begin work or study for them.



To-Do List

Once your calendar is set for the semester, manage daily tasks with a to-do list. As commitments or assignments arise, add them to the list. If they have a fixed time assigned to them, you can add them directly to the calendar.

Take time each day to move items from your list to your calendar using the study blocks for coursework.

Also take time each week, perhaps Sunday evening or Monday morning, to set goals and study plans for the week. Check your syllabi for upcoming assignments.