

Ways to Get the Most out of Now

1. Plan 2 hours of study time for every hour spent in class
2. Keep a calendar/planner to keep yourself on schedule
3. Agree with housemates (roommates, family) about study time
3. Study difficult (or less interesting) subjects first
4. Avoid scheduling marathon study sessions – break it up into smaller chunks
5. Be aware of your best time of day and use it to study!
6. Don't get too comfortable (don't study on a bed or comfy chair)
7. Use a library, or another area with few (or no) distractions
8. Avoid noise distractions. Turn off radios, TVs, phones, and computers while studying



Ask Yourself...

1. **What is one task that I can accomplish toward my goal?** Identify something that will help you accomplish a larger goal, but will only take you 5 minutes.
2. **Am I beating myself up?** Don't get frustrated if you are having difficulty. It is unproductive. Instead, take a break, lighten up, and get back to work.
3. **Am I being too much of a perfectionist?** If you can complete a job 95% perfect in 2 hours, and 100% perfect in 4 hours, consider if the additional 5% is worth the extra time and energy that could be used elsewhere.
4. **How did I just waste my time?** If you notice time passed and you didn't accomplish what you intended, take a minute to determine what happened, and try to avoid that problem again.
5. **Can I do just one more thing?** At the end of the day, do you have the energy to accomplish one more small, important task that will contribute to a larger goal?

Quick Fixes!



With an extra 5 minutes; you can:

- Review notes
- Update your schedule/planner
- Do a few sit-ups or other exercises



15 Minutes:

- Survey a chapter
- Practice some flashcards
- Take a walk to relax
- Check email
- Straighten up a room



30 Minutes:

- Begin initial library research
- Run an errand
- Take a nap (to get more energy to study with!)
- Brainstorm and/or outline a paper
- Read a chapter

Time Flies, Right? But Where Does It Go?

- 1) At the end of the week, summarize your activities on the chart below. Indicate how many hours you spent on each activity, each day.
- 2) Evaluate where your time goes. Consider which are time stealers and which should have more time allotted.
- 3) Make a planned weekly schedule taking into account all of your obligations.
- 4) Try to follow your schedule to improve your time use.

Summary of Activities									
Activity	MON	TUE	WED	THU	FRI	SAT	SUN	Total	Percent*
School Related	Class & Lab	4	5	4	3	0	0	16	
	Study	3	3	3	2	3	5	19	
	Clubs and Organizations	1	0	1	0	0	0	2	
	Total	8	8	8	5	3	5	37	
Work	Job 1	3	0	3	0	5	0	11	
	Job 2	0	0	0	3	0	5	8	
Personal	Hang out with Friends	1.5	1	0	4	3	3	12.5	
	TV, Music, Social Media, or Gaming	1.5	3	0	2	1	1	8.5	
	Other	0	2	0	0	0	0	2	
	Total:	3	6	0	6	4	4	23	
Health Related	Eating, Bathing, Exercise, etc.	3	3	5	3	3	2	19	
	Sleep	7	8	8	8	9	8	48	
	Total	10	11	13	11	12	10	67	
Travel									
Out-of-School Commitments			Student teaching		Family obligation				
Other									
Total Hours		24	24	24	24	24	24	168	100%

Time Stealers

- Lack of goals/direction
- Inability to say no
- Taking on too much
- Time wasters
- Negative Attitude
- Interruptions
- Attention to detail
- Social Media
- Procrastination
- Distractions

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