

Time Management Skills

Ally Varner

- Set goals for the amount of hours you will spend studying
- Give yourself study breaks
- Make realistic goals for each course
- For each 20 minutes that you spend studying, spend 5 minutes doing something fun that you enjoy

Setting Goals

- The human brain can only focus 20 minutes at a time without getting distracted
- Every 20 minutes take a short break from studying to do something you enjoy (watch a Youtube video, work out, cook, etc.) for 5-10 minutes until you are done studying

- Do one of the following for 5-10 minutes:
- Jog
- Work out
- Cook
- Read a book for fun
- Watch YouTube videos
- Facebook
- Pinterest

Ideas for Study Break Activities

- When reading articles, focus on the BIG PICTURE: Read all headings, bold words, and all pictures/graphs
- Use flash cards, metaphors, etc. to memorize lots of material
- Make practice tests, study old quizzes and tests, etc. when preparing for exams
- Take a break when you find you feel overwhelmed
- Find a study buddy

Ways to Study Using Your Time Wisely

- Time management sheets:

<http://img.docstoccdn.com/thumb/orig/45639136.png>

- Time management tips:

<http://www.mayoclinic.com/health/time-management/wl00048>

Study tips:

<http://www.academictips.org/>

Time Management Resources