Time Management Skills

Ally Varner
Setting Goals

- 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
• 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
Ideas for Study Break Activities

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