



# STRESS LESS, ACHIEVE MORE!

## Tips for Effective Time Planning

### FACT!

**There is a total of 168 hours in a week!** As a student, it is what you do with these 168 hours that is important, not the amount of time.

If you are to match your 168 hours with your own lifestyle, interests, and commitments, then you will need to do some organizing and planning! The better you plan, the more time you will have for those things that you are most interested in doing!

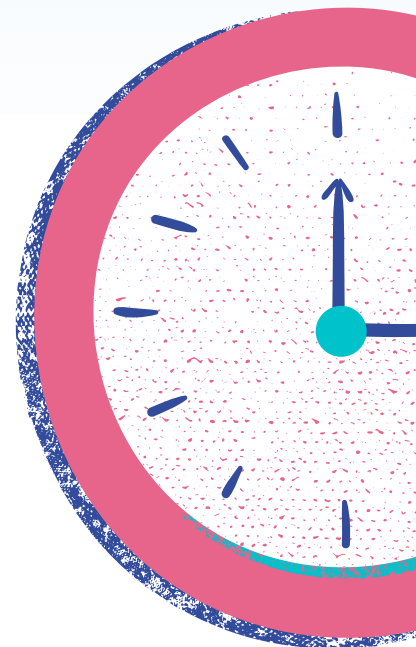
**There is no “perfect” formula to do time planning.** It takes study, thought, and effort. However, there are some tips that can help, but self-discipline is key in making this skill useful! If this skill seems like “work” to you, you must stay determined and stick to your plan!

### 1 Consider your fixed time commitments

These commitments are inflexible, so you build your schedule around them! This includes things like eating, classes, employment, and organizations. You may have other inflexible obligations to add to this list. Put these down in your time blocks first!

### 2 Consider your study time commitments

You should consider the requirements of each class you are taking, including things like the time it will take to complete assigned readings, assignments, papers, and more. Each class is unique in its structure, so it is important to plan for each class accordingly!



### 3 Study after class ASAP

Planning to study ASAP after class lets you check your notes while class lecture is still fresh in your mind! This also helps you get started on assignments while the directions are still clear to you.

### 4 Plan your week accordingly

It can be easy to let time get away from you! Try to think about using your time more efficiently, rather than cramming. Use weekends to complete projects rather than trying to do everything in the evenings.

### 5 Study in small intervals rather than long periods of time

The amount of time someone can focus depends on the person! One recommendation is to keep a running tally of how many times your mind wanders during a 15-minute studying session, then take a small break. After some time, you should be able to train your brain to focus on a task (like studying) for 15 minutes. Eventually, you can increase this increment to 20 minutes, and so forth. Finally, set a 2-hour time limit to studying any subject in one sitting!

### 6 Select a regular time and place to study

Knowing what you will study, when, and where saves you time in making decisions, finding study materials, and finding a study place. Avoid studying in your bed, as this area is reserved for relaxing! Also, as you make your schedule, be specific with your study goals: "study chemistry," "study algebra," etc. Don't just say "study".

### 7 Check to make sure you included the "FLEXIBLES"

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- "Flexibles" include things like napping, socializing, hobbies/personal interests, and more. Remember, the main purpose for planning our time is to bring balance to our lives and activities. A well-organized time plan should include provisions for all areas of your daily life!
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### 8 Borrow time – don't steal it!

Unexpected activities or responsibilities will come up and take up time you originally planned to use to study, socialize, or something else. When this happens, you will need to decide where you can trade off time for a different activity to make up for your planned study time, then adjust your schedule for the week. However, don't make this a habit! Trading off time is a bad habit to develop and will be harmful to the work you made towards your time planning skills! Try not to bargain with yourself.

### 9 Study the hard subjects first

You will have more mental energy when you first start your study session, so it's best to start with your harder subjects first! Also, you'll feel better knowing that you completed your most difficult task!

### 10 Distribute time spent on each class

Don't spend too much time on one class, because you may end up not spending enough time on another. If you think that a certain class will take a larger amount of time, focus on that class last after you have spent the full time dedicated to your other courses.

