Effectively Managing Your Time Is An Essential Skill For Academic Success!

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In addition to this tutorial there are some very useful links on the CSAM Academic Advising web page. See Student Resources/Links & Resources or click below:

- Study Skills | Howtostudy.org - When you hit the books - and they hit back.
- How to Get the Most Out of Studying | Samford University | Birmingham, Alabama
- How to Deal with Stress (great study/test taking tips also)
Be aware of your best time of the day. When do you study best? Day? Night? Schedule study time during your best study hours for the classes that are most challenging or that you like the least.

Treat school like the full time job it is: Consider staying on campus or staying in “student mode” to complete home work prior to finishing your school day. Do so in a study-friendly area.

Use waiting time: Have short study tasks ready to do when you are waiting (between classes, waiting for a friend, doing laundry). An example would be to carry 3X5 cards with you that contain facts, formulas or definitions.

Use time between classes to review notes.

Record yourself reading your notes which you can then listen to as you are commuting, exercising, or walking to class.
Train your body so that you can focus attention more quickly: Use a regular study area – use this area ONLY to study. Find a place with good lighting, low noise and no distractions. Find a place you can study everyday, that has tables and chairs and low traffic.

Study where you are alert. Do not study where you sleep, and avoid comfy chairs and sofas. You need ENERGY not relaxation!

Turn off your phone.

Turn off your computer unless you need it to work; make sure all distractions are turned off (Facebook, Twitter, IM, etc.). Dedicate this time for yourself only.

Pay attention to your attention... keep a note pad handy to jot down random thoughts that interfere with your studying. Get them out of your mind and onto paper so that you can refocus on studying. If the task is really pressing, do it, and then return to studying.
Use a “To Do” list. Many people like to have a daily and a weekly list of goals.

Challenge yourself to do just one more thing! Before going to bed try doing one more thing to make the day more complete, and eliminate the task for the next day.

Plan each week ahead of time and set priorities.

Learn to say “NO”! People understand that you need to study.

Notice how others can misuse you time. Be assertive with people about your priorities.

Call/e-mail before walking across campus to speak to someone. Make sure of the location and that they will be there. It is usually best to schedule an appointment with the campus professional you wish to talk to. This way time will be set aside for you and it allows the person to prepare pertinent information to work with you.
Be sure to set deadlines for yourself whenever possible and reward yourself when you get things done as planned, especially the important ones.

Go to class prepared. If you do not have enough time to read the entire assignment at least look over it. Be sure to review your notes from the previous class.

DO NOT Procrastinate!
Why do today what I can put off until tomorrow?

Procrastination is the avoidance of doing a task, which needs to be accomplished.
OVERCOMING PROCRASTINATION!

- Recognize self-defeating problems such as fear and anxiety, difficulty concentrating, poor time management, indecisiveness and perfectionism.

- Discipline yourself to use your time wisely; set priorities. Make a schedule of these priorities and how to accomplish them.

- Study in SMALL BLOCKS instead of long periods.

- Take big jobs and break them into a series of small ones.

- Motivate yourself to study. Focus on success, not on failure.

- Consider studying with a group of like minded scholars – this could keep you motivated.

- Set realistic goals.

- Convince yourself that the task is worth doing, even if it’s hard to get started. Think about the bigger picture!
Taking the time to WRITE DOWN everything you must do reinforces your time management and organizational skills. Just like writing and re-writing your class notes!

Research shows that students tend to be more successful when keeping a paper/pencil-type of calendar system. This is also easier to look at and update in class where phones cannot be in use.

Make a SEMESTER calendar broken down by month. Indicate all exams, due dates for all work, meetings, etc. Being able to see an overall picture of what’s happening this semester will allow you to plan your time and organize your work. Consider using large paper posted on your wall. Be creative!

Also keep a weekly calendar. Update and revise as necessary, review and plan each weekend.

Many students also like to keep a daily list of priorities.
MAKING THE MOST OF YOUR SCHEDULE

- Be specific. Rather than writing “do Calculus problems” include which problems.

- Be reasonable. Schedule what you think you will do and most importantly become good at judging how much actual time you need to do a specific task.

- Be flexible – circumstances may dictate that you will sometimes need to make changes.

- Schedule difficult tasks for your most alert times.

- Avoid scheduling marathon study sessions. Information is retained better when studied more frequently in shorter blocks of time.

- Set clear starting and stopping times. Use reminders/alarms to help.

- Organize your work, be an expert planner, study efficiently and effectively...and don’t forget to schedule some time for fun too!
DOWNLOAD WEEKLY SCHEDULE TEMPLATE

- [http://www.montclair.edu/csam/current-undergraduate/academic-advising/student-resources/weekly-schedule/](http://www.montclair.edu/csam/current-undergraduate/academic-advising/student-resources/weekly-schedule/)