

# Time Management



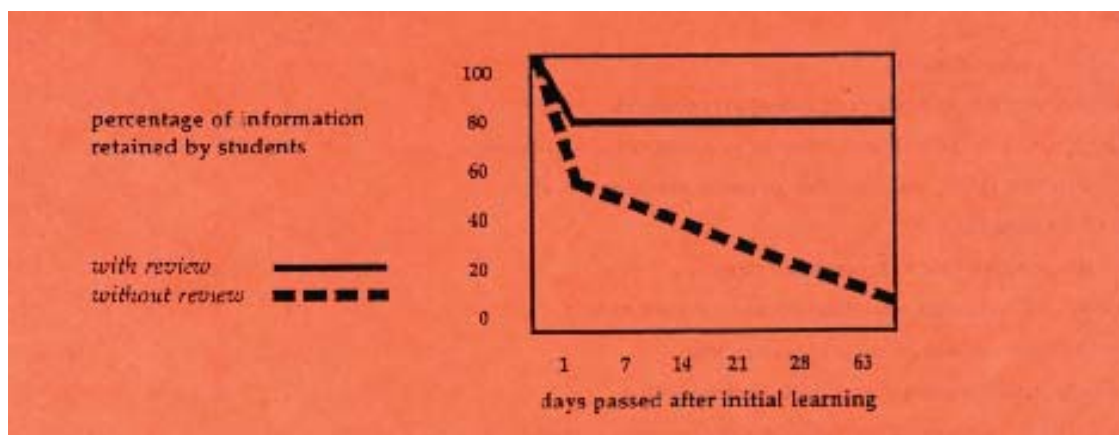
The UNH Center for Academic Resources/Student Support Services knows time management is essential in getting a good night's sleep. Take the self assessment and find out how you can better manage your time.

## *Self Assessment*

	never	sometimes			always
1. I consider myself a procrastinator	1	2	3	4	5
2. I find myself studying during times I'm too tired to concentrate	1	2	3	4	5
3. I tend to put off boring or difficult study material or assignments for too long	1	2	3	4	5
4. I spend too much time IMing, playing video games or watching TV, etc.	1	2	3	4	5
5. I find myself cramming for tests	1	2	3	4	5
6. I feel I don't have enough time to fit important things in	1	2	3	4	5
7. I am able to say "no" to friends when I have academic work to do	1	2	3	4	5
8. I review my class notes within 24 hours of taking them	1	2	3	4	5
9. I've made a clear study schedule/plan and I'm sticking with it	1	2	3	4	5
10. I find enough time to take care of my needs for sleep, recreation, relaxation and other non-academic things that are important to me	1	2	3	4	5
11. I use a study environment in which I can focus and get effective work done	1	2	3	4	5
12. I have and use a planner to keep track of exams, due dates and more	1	2	3	4	5

## *Creating a Life/Study Schedule*

- Start by making a schedule, with our weekly activities handout, of your time commitments that don't change like classes, work hours, meals, recreation. Then work in study times using the following suggestions:
- Think about being a student as a 9 to 5 job and use daylight hours for classes and study.
- Create regular study times for each week so that you get into the pattern of activity.
- Combine activities like working out with friends or reading while doing laundry. Save up all your errands for one time during the week so they take less time.
- Consider studying the same subject at the same time each week or vary activities if it helps with concentration and follow through.
- Schedule definite work times and optional ones depending on your work load.
- Think about your body clock and schedule the hardest work during your best concentration times.
- UNH general guideline is two hours of study time for each hour of class time.
- Work in short time blocks and take a break. Ideally study for 50 minutes and take a 10 minute break. If your concentration span is shorter, start with what works for you.
- Use small blocks of time between classes to review class notes. Reviewing after each class significantly increases retention of material over time. After 24 hours, you forget nearly 50% of what you learned if you don't review the material. The chart below illustrates how knowledge is retained by reviewing notes immediately after class:



## *Using Study Time Productively*

- Realistically assess your current sleep schedule. Do you get to bed late and then take naps during the day? If so, it will make it hard to study during the day. Move back your bedtime in small intervals so your body can fall asleep earlier, allowing you to get up and use your day productively.
- Create "to do lists" from your syllabi on paper, on your palm pilot, on your cell phone, etc. Check your list regularly to complete tasks scheduled for that day.
- When you leave your room in the morning, bring all materials you need to accomplish your "to do" list that day thus avoiding the need to go back to your room during the day.
- Study with people from your class - set up times to meet to discuss notes and reading.
- Let your friends know about your schedule and when you will see them (meals, working out, or in the evening). Before saying yes to an invitation, think about the impact on your work load and alternative times to get the work done.
- Find "your" place to study that is free from distractions yet meets your study space needs.
- Prioritize items on your study plan and divide the assignments into smaller, realistic parts to see your progress.
- Turn your cell phone off and IM off if working on the computer.

For more information on time management, contact the Center for Academic Resources

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