Time Management and Study Skills Quick Tips:

• **Have a game plan for each day:** Planning your day can help you to be more productive and help you to prioritize important tasks.

• **Keep a calendar:** Keeping track of your long term and short term responsibilities and deadlines will help keep things from popping up, giving you the time needed to accomplish your assignments.

• **Know how and where to get help:** Resources are there for a reason; know when Office Hours, TA Hours, and Workshop Hours are to get the varying level of help you need. TA and Workshop hours are also a great place to do homework.

• **Make priorities:** Focus on accomplishing the things that are truly important first and then working on the more tedious tasks.

• **Quality not quantity:** Take the time to do your work correctly the first time, having to go back to make corrections will waste more time in the long run.

• **Break up large tasks:** Try working on larger tasks in chunks, setting aside multiple shorter study times as opposed to one large block of time.

• **Limit distractions:** Schedule a distraction free time to work on important assignments. Turn off the Internet, cell phone, and music and let yourself focus on the task at hand without the external distractions.

• **Take notes:** Taking notes in class or making personal notes will help you remember important details that you might forget later.

• **Take advantage of waiting time:** Use the few minutes in between classes or appointments to review notes, create to-do lists, or do a few practice problems. If you use your idle time effectively it will leave you with less to do later on.

• **Take breaks:** Sometimes it is most efficient to take a step back from your work. Take short breaks in between projects and let yourself recharge and refocus.

(Adapted from [http://www.mayoclinic.com/health/time-management](http://www.mayoclinic.com/health/time-management))