

TIME MANAGEMENT STRATEGIES and STUDY TIPS



Set Priorities. Realize that academic success at UCSD requires studying to be your first priority commitment.

Know when you study most effectively. And schedule your study time then.

Be Realistic. Don't set yourself up for failure by telling yourself you can do a 4 hour job in 2 hours. There are only 168 hours in a week. If you schedule 169 hours, you lose before you begin.

Study difficult (or boring) subjects first as they require the most creative energy. Save the subjects you enjoy for later.

Avoid scheduling marathon study sessions.

Three two-hour sessions are far more productive for most students than one six-hour session. When you do study in long sessions, take a short break every half-hour or so. Work on several subjects each day to avoid mental overload.

Schedule time to read before class. Have material fresh in your mind. You will be able to participate in discussions, take better lecture notes, link the lecture to the text material, and determine what topic is more important than another.

Schedule time to review and revise your notes after each class. If you review your notes within 24 hours of attending the lecture, you retain up to 80% more of the info.

Allow flexibility in your schedule. Recognize that unexpected things happen and don't schedule every hour. Give yourself time to get between places, to take a phone call, to stand in line longer than you expected, etc.

Reward yourself with breaks. Stop when you get tired or frustrated. Break every 60-90 minutes. And, keep your motivation high by following with something you like to do.

Make a To-Do list

Make a plan for living. Time management must include physical exercise, social activities, and psychological rest and relaxation. Leave out recreation and exercise and you'll sacrifice concentration, memory and productivity.