

# ACADEMIC SKILLS CENTER

## STUDY SKILLS LIBRARY

### *Time Saving Tips*

#### **Time Saving Tips**

- Don't waste time feeling guilty about what you didn't do. It's gone now; move ahead.
- Try to find a new technique each day that you can use to help gain time.
- Eat a light lunch so that you don't get sleepy in the afternoon.
- Examine old habits for possible elimination or streamlining.
- Carry blank 3 x 5 index cards in your pocket to jot down notes and ideas.
- Plan activities first thing in the morning and set priorities for the day.
- Keep a list of specific items to be done each day, arrange them in priority order, and then do your best to get the important ones done as soon as possible.
- Give yourself time off and special rewards when you complete the important tasks.
- Once on campus, stay on campus. Avoid useless trips back to your apartment or room unless you have a definite purpose to accomplish.
- Give yourself enough time to concentrate on high priority items.
- Concentrate on one task at a time.
- Keep pushing and be persistent when you sense you can be a winner.
- Train yourself to go down your "To Do List" without skipping over the difficult items.
- Set deadlines for yourself and others.
- Find a place for everything (so you waste as little time as possible looking for things).
- Try not to think of work on weekends.
- Frequently ask yourself: "What is the best use of my time right now?"
- It's not over till it's over. Your paper isn't finished until the last word is typed; the semester isn't over until the last exam is done. Do 100%. See your work through to completion.

#### **Tips for Setting up a Study Schedule**

- Find a good place to study and organize it.
- Have all of the necessary study equipment (textbooks, pencils, notes, etc.)
- Make your study periods fit the length of time you can concentrate effectively. Plan for definite periods of study, rest and relaxation. A short, active break (taking a 10-minute walk, for example) every hour or so will keep you alert and relaxed.
- Use a schedule to achieve your goals. Revise your schedule when your goals change.
- Eliminate dead hours - odd bits of time in which little is accomplished.
- List academic tasks according to priorities.
- Avoid making extremely detailed schedules. It usually just wastes more time.
- Go to sleep each night and get up every morning about the same time. You'll be more alert.

## **Bibliography**

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