

Time Management

3-4 hours of study per week per unit:

For a 12 unit load,

12 hrs in class + 36-48 hrs out of class = 48-60 hrs/week!!

→ Take fewer units per semester

→ Limit your working

→ Cut back on expenses (bag lunches, ...)

→ Take out a student loan

Plan out your entire semester:

Use a 3 month chart for entire semester.

Use a weekly chart to plan each work.

Need to develop a regular schedule.

Include everything in your schedule: meals, classes, labs, work, study, working out, social activities, and sleep.

Avoid scheduling marathon study sessions:

Use 1-3 hour sessions.

Focus on one small task at a time.

Be aware of your best time of the day:

Do your most important/most difficult class work during this time.

Be efficient with your time:

If you have 30 or 60 minute break between classes, find a quiet spot and study.

Don't take long social breaks.

Don't fall behind:

Stay current with the material!

Don't put everything off until right before the mid-term exam!

Periodically review your study plan:

Is it working? If not, adjust.

If there isn't enough time to do everything, prioritize and then make tough decisions.

Don't eliminate ALL of the fun things.

Don't cram more things into less time.

Make sure you get enough sleep.

Don't hide your weaknesses, FIX THEM:

Take more English, communications, writing classes

For ESL students, immerse yourself in English

Take more math classes

Go to campus workshops

Get help!

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