

# Time Savers



**AESC**  
Academic Enrichment  
& Support Center

## **WHEN to STUDY**

- Discover your best times for study – when you are most alert – and use that time for study, not your laundry.
- Marathon study sessions are not effective – study a reasonable amount of time then take a short break (e.g., 50 minutes with a 10-minute break).
- Utilize in between time or waiting time to work on a piece of a project or assignment.
- Get a feel for what’s expected of you time wise by filling in the Semester at a Glance with projects, exams, papers, etc. and keep it where you can see it.
- Set specific goals for the week and commit to them in writing.
- Use daily “to do” list – prioritize your list and do the most important things first.
- Notice how others misuse your time and learn to say “no”.

## **HOW to STUDY**

- Learn to organize paperwork – get handouts, syllabi, class notes, assignments organized quickly.
- Switch subject areas – instead of studying CWC all night, study Psychology one hour, History one hour, and CWC one hour.
- Do difficult assignments and study difficult subjects first.
- Break down overwhelming or large tasks into manageable parts and schedule to accomplish a little each day.
- Avoid talking/texting on the phone during scheduled study time – put boundaries around texting, Facebook, etc.
- In general: Schedule two hours of study time for each hour of class.
- Preview material to be studied – you will save on your reading time.
- Ask yourself often, “What is the best use of my time right now?” and do it! Refer to daily “to do” list.

## **WHERE to STUDY**

- Discover where you get the most done and make that your place to study – pick two in case one is not available.
- When your concentration is interrupted, make a note of the task or concern breaking in, and gently bring yourself back to the task at hand.