Managing Your Time

You cannot change the number of hours in a day, a week, or a semester, but you can decide how to best use them. To be successful in school, you must carefully manage your study time. Here is a strategy for doing this.

**Prepare a Semester Calendar**
- Record your school assignments and scheduled tests.
- Record your planned school activities.
- Record your known out-of-school activities.

**Prepare a Weekly Schedule**
- Record your daily classes
- Review your class notes from the previous week
- Add any out-of-school activities.

**Prepare a Daily Schedule**
- Enter unaccomplished items from the previous day.
- While studying, review and edit your class notes for the day
- Add any out-of-school activities.

When planning your day, consider the time of day you have the most energy. Try to limit your activities that eat up time unnecessarily like Facebook, Twitter, etc. However, you should schedule some down time for yourself.

**Where do you waste the most time? What activities do you think you should spend more or less time on?**

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