

Time Management 101 for University Students

from the Learning and Advising Center, Philadelphia University

1. Do you plan your time or pass your time away?

Time passes whether or not you have made good use of it, and time spent cannot be bought back. Neither can it be "banked" for future use.

2. Do you have a sense of your semester as a whole?

It's important to know dates for major tests, projects, and papers and keep track of them on a semester-long calendar.

3. Do you have a basic routine that you follow each day?

It's great to be spontaneous, so taking control of your time may seem foreign to you, yet making conscious decisions about time is essential for successful students as well as career professionals. That's why \$\$\$ have been made on time management books and organizers.

Ask yourself:

- Do you have a daily to-do list? Or do you wait until the spirit moves you?
- Do you have a flexible routine that provides some structure in your life? Or do you have to stop and think each day about what and when to study?
- Do you allocate time among your classes so that you're caught up? Or do you spend so much time on projects or certain classes that you are falling behind or doing very little work in other classes?
- Do you plan ahead and work regularly to prepare for major projects and papers and tests? Or do you wait until the last minute to start on those projects or papers or tests?

Be honest with yourself. If the second choice describes you in each case, then Time May Be Your Enemy!

4. Do you adjust your studying depending on the way the class is taught?

Just as one size does not fit all, one approach does not work for all classes. See information on this website for "Studying Smart" and "Building Memory Muscle."

5. What does *studying hard* or *knowing* the material mean to you?

Do you *prepare before* each class and *review after* each class?

Do you know how to test yourself when you study?

These important strategies should be part of your time management.

For assistance in making better use of your time, professional study skills tutors at the Learning & Advising Center can help you develop personal strategies that will work for you. Just call (215) 951-2730.

The Learning & Advising Center



A bright idea!