Time Management Tips:

- **Stop procrastinating**: Control your habits, use self-discipline, establish a routine.
- Say **no!** to social distractions, until you’ve accomplished your tasks.
- Study for **2 hours** at a time, and then take breaks. Don’t overwhelm your brain with too much information at once.
- Study during **daylight** hours, before and between classes. Make use of on-campus study accommodations... they exist for a reason.
- Use a **planner** to establish your schedule and routine; write-in all due dates, assignments, finals, special events and activities, etc.
- **Prioritize** your daily and weekly tasks.
- Try the **30-3-2** schedule- STUDY for 30 minutes, BREAK for 3, REVIEW for 2, PREVIEW what is next, and REPEAT.
- **Reward** yourself for accomplishments; forfeit some free time if tasks remain unaccomplished.

Study Skill Tips:

- Get involved with **academic support**: seminars, Skill/Tutoring Center, professors, peers, etc.
- **Divide** your large assignments/tasks into smaller parts, and **conquer** them one-by-one.
- Prepare convenient and **portable study materials** - flashcards, notes, etc; perfect for on-the-go studying and reviewing
- Find a **quiet study space**, on campus or at home; get rid of all distractions—Facebook, Internet amusements, TV, etc.—make sure you’re comfortable (but not too comfortable... no sleeping!).
- Meet with a **tutor**; set up a time to meet every week. Good students seek help and support, whether from professors or peers—people are helpful study resources!
- Try meeting with a **study group** from class, but make sure it suits your needs. If there are too many distractions, digressions, or other conversations happening, it’s probably time to say bye-bye.
- **Set goals**—daily, weekly, monthly, semesterly; **evaluate** your progress periodically; **strategize** for success; and **celebrate** your achievements.

Are you willing to make the necessary sacrifices to accomplish your goals?