

STUDY TIME MANAGEMENT TIPS

MAKE A TASK LIST

1. You will have a realistic idea of what needs doing
2. You will be less likely to forget minor tasks.
3. You can use it to decide priorities.

STUDY DIFFICULT SUBJECTS FIRST.

When you are fresh, you can process information more quickly and save time.

ESTIMATE THE TIME EACH TASK NEEDS

Add a safety margin to give you a 'sanity zone' for unexpected things like being sick or not finding the book you need in the library.



NIGHT OWL or EARLY BIRD?

Identify your best time for studying. Use 'power' times for study and 'down' times for routines such as laundry or shopping.

TRY TO COMBINE ACTIVITIES

Use the 'twofer' concept. If you are queuing for concert tickets, bring your biology flash-cards to memorise.

PROCRASTINATION IS A COMMON PROBLEM

Help control procrastination by allowing time for play.



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