

## Organize Your Study Time

Studying all day and night and doing little else does not guarantee great grades. Keep the following tips in mind as you organize your study time:

- **Set realistic goals for your study time**
  - Determine how long it takes to read material (textbooks, power points, class notes, etc.) for different courses and schedule your time accordingly.
  - Allocate adequate time to review and test your knowledge as you prepare for exams
- **Use waiting time to review**
  - Time between classes, appointments, waiting for friends, etc. is a great time to review lecture notes, a chapter of a textbook, or flashcards.
  - Reviewing as close to class time as possible helps prevent forgetting what you learned.
- **Know your best times of day to study**
  - Schedule other activities, such as laundry, social media breaks, and spending time with friends, for times when it will be difficult to concentrate.
- **Restrict repetitive, distracting, and time-consuming tasks**
  - Schedule study breaks to check your email, Facebook, cell phone messages instead of whenever possible
- **Avoid multitasking**
  - While we all think we are great at multitasking, research shows that the most effective way to retain information involves concentrating on one task at a time.
  - Instead of jumping between tasks focusing on one at a time will help with focus, concentration, and productivity.
- **Be Flexible**
  - The best laid plans may still not work out as hoped.
  - Build a little extra time into your schedule for the unexpected interruptions that may arise.
  - Being flexible will help ensure that while your study plans may change, you are still finding time to study.