**SAVE TIME. SAVE STRESS. MAKE A PLAN!**

Tom Thole Study Center

Alcuin 371 @ SJU

**MAKE A PLAN to…**

**…save effort and energy that you would otherwise spend constantly deciding what to do and where to be**

**…align your daily choices with your goals and priorities**

**…reduce stress, build confidence, and accomplish goals each day**

**Begin with a WEEKLY PLANNER**

* List your priorities, in order.
* Add scheduled commitments (classes, meals, work).
* Add activities for which you choose the timing (study, sleep, exercise, social time).
* Evaluate how well your priorities are reflected in the way you use your time.

**Choose to IMPROVE.**

Identify two strategies that will help now. Once these become habit, choose additional strategies to develop.

**Plan enough study time for each subject.**

Most college classes will require about two hours’ work for every class meeting. Start with this in mind, then adjust as needed based on your working speed and the type of work required.

**Study at a regular time and in a regular place.**

Knowing what, when, and where you are going to study saves time and energy, and helps you stay organized. In completing a Weekly Planner, be specific about which course you will work on and where you will be.

**Study as soon after your class meeting as possible.**

Save time and learn more by reviewing your notes, filling in any blanks, and noting questions to look up or ask in the next class. Start any assignment that you discussed in class. Preview and begin the reading in preparation for the next class.

**Study during the day.**

Complete as much course work as possible during the day. Identify work you can do in 15-minute, half-hour, and hour-long increments so you accomplish your goals and have more time for evening activities, campus involvement…and good sleep.

**Set time limits to stay productive.**

Take a short 5-10 minute break after every half hour of work. After about three 30-minute sessions, make note of what work you need to finish for this course. Then, take a longer break to move around or do something creative before starting work on the next course.

**Trade time; don't steal it.**

When unexpected events take up time you had planned for study, decide immediately when you will recapture the missed study time. In your weekly plan, hold time in the evenings for "overflow" work that you couldn’t complete during the day.

**Specify time for review.**

Identify a regular time for a weekly review of what you’ve learned in each course. This review should be cumulative, briefly covering all the work done thus far in the semester. Take a few minutes to be sure you are up to date on course work and to plan for the upcoming week.

**Practice saying “no.”**

When opportunities arise (friends at your door, a new series on TV) that doesn’t fit your plan or your priorities, advocate for yourself. Helpful statements: “I need to finish my work, but I can meet up when I’m done” or “I’ll save that show as a reward when I’ve met my goals for the day (or week).”

**Taking Care of Business**

Designate time in your week for miscellaneous tasks: scheduling appointments, writing thank-you notes, paying bills. Keep a to-do list for reference.