



Learning & Academic Resources Dept.  
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## Time Management

A very important part of your education is learning to use your time wisely. A college student who learns to schedule his or her time productively has discovered the design for success.

Time Management is especially important when you are enrolled in an open-schedule class such as a telecourse, days/hours to be arranged, or an online course. These types of courses assume that you are a self-motivated student who will take responsibility for your learning. These are courses, which have been created for students who want to learn and are willing to set up a reasonable schedule for studying.

Many students, while interested in learning, are not used to the freedom that these types of classes offer them. Most of our early schooling is provided at specific times, in specific rooms, with formally designed assignments and lesson plans with set deadlines. But more and more, college classes allow students to mix and match their life schedules with their learning plans. And outside of school, it's the self-motivated person who seems to enjoy more successes and is more organized in his/her personal life.

The following tips for managing your time will help you get what you want out of these challenging types of courses, and should be applied to your other classes and personal life as well.

- **MAKE A TIME MANAGEMENT WORKSHEET.**  
Create a weekly schedule that realistically portrays your school, work, and personal responsibilities. Eliminate periods of time that are wasteful. Refer to your schedule regularly, and stick to it.
- **GET OFF TO AN EARLY START.**  
Measure out your goals and responsibilities over the full length of a semester, and get started right away. This will establish good habits. If you put things off for later you're just storing anxiety for a big attack in the future.
- **WORK TO FINISH, RATHER THAN PUT IN TIME**  
When you sit down to work on an assignment or part of one, set a goal for that study session. Don't just think of study as putting in mandatory time; use your time to accomplish something. This makes your time a lot more rewarding and less boring.
- **TAKING NOTES AND KEEP RECORDS.**  
Taking notes forces you to focus on your study, thereby making better use of your time. Your notes give you something to study between sessions which provides continuity, reminds you of where you left off, and prepares you for your next study session. Keeping your own records puts you in charge of your time and accomplishments.

Thanks to the Pasadena City College Learning Assistance Center for some of the information included here.

If this was helpful you can get more useful information by taking a **Learn 11** class.

- **BREAK STUDY TIME INTO REASONABLE PARTS.**  
Don't try to do too much at once. This will only cause mental overload and fatigue. Our minds are only able to absorb certain amounts of information at once. Cramming in too much information might blur the whole picture so much that you don't clearly remember anything.
- **MAKE GOOD USE OF YOUR BEST TIME**  
Some people study best in the morning, or evening, or after exercising, or before eating. You know yourself best. Choose those times when you have the most energy- when you retain information best - for studying.
- **MAKE TIME FOR REVIEW, THINKING, MEMORIZING.**  
Studying is not something that you do separate from your real life; it is a part of your real life. Take what you learn and apply it to your life, think about what you have learned during transition or while doing something else like gardening or folding clothes.



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