

# MANAGING YOUR STUDYING TIME

## HOW MUCH SHOULD YOU STUDY?

**Guideline: 1 hour in class -> 2 hours studying outside of class.**

Example: 5 courses → 15 hours of class → 30 hours studying time per week.

Full-time school is like a full-time job!

## HOW MANY HOURS FOR AN ACTUAL JOB?

No more than 10 - 15 hours a week if you are taking a full time course load

## HOW TO PLAN STUDY TIME

- Set specific study goals with time limits
- Break down large projects into smaller, more manageable units
- Choose your best time to work on your hardest courses
- Be prepared—always carry study materials with you; use travelling/ waiting time
- Build in time in your schedule to find help for problems—from prof/tutors/ online
- Match your learning approach to the task:
  - Reading-active, focused study reading sessions (45 min-60 min)
  - Memory work—short, repeated learning sessions (20-30 min)
  - Projects—writing or problem solving : longer sessions with breaks

## WHAT TO DO WHEN YOU STUDY

- Snowball your learning—prepare before class, review and do some studying after class
- Begin with an easy task to make getting started easier
- Take regular breaks. Take 10 minutes; get up, stretch, drink and move around.
- Be selective—focus on the most important things
- Distribute learning—spread course study over several days

## 10 DIFFERENT WAYS TO FIGHT PROCRASTINATION—SEE WHICH ONES WORK BEST FOR YOU

1. Start simple—break the ice by doing a task that requires little effort
2. Plan to work on it “just ten minutes”. You may get momentum!
3. Divide tasks into smaller chunks to reduce difficulty
4. Set up a ritual to help you get started on tasks you must do regularly
5. Set up a reward or incentive for finishing something
6. Cut off temptations: switch off phone, shut door, stay away from TV, log out of Facebook
7. Lower your expectations and just do the best you can within the time limit
8. Work with a friend
9. Substitute the mental message “I should” with “I’d like to.”
10. Believe in yourself—you can do it!

## HOW TO CATCH UP

If you fall behind in your studying:

- Read chapter summaries for main ideas
- Jump in where the teacher is at; you can gradually catch up with the rest later
- Get a friend to teach you
- Talk to the teacher
- Find a tutor – look on department notice board for names (students advertise -- \$).