Time Management
Time Management is how you control your time, which is an essential life skill that allows you to balance your academic, work, and leisure time. By achieving this balance you are more likely to succeed and less likely to be stressed.

Finding a Balance
It is important to balance all aspects of your life. Too much time spent in one area will tend to make the other areas suffer.

By balancing your activities for work, school, and leisure you have a better chance of accomplishing more.

Quick Tips
- Use a schedule to plot our all your courses.
- Change which subject you study to maintain energy and focus.
- Plan rewards.
- Study in one hour blocks if you have the time: 50 minutes of study time with a 10 minute break.
- Work ahead. Give yourself wiggle room on due dates.
- Do the tough stuff first.
- Work until you complete all your tasks for the day. Future you will be happy you did.

Analyze Your Time
Take a few days to note how you spend your time. Keep a journal and log what you do during the day. Be honest. No one will see this but you and it will help you figure out where you need to make adjustments.

College is different. There is less structure which means you have to set your own limits and goals. For some, this can be a difficult transition.

Remember!
It is ok to say no.
If you have an important test or assignment coming up don’t be afraid to tell friends and family that your time is limited. Spend your time wisely and plan ahead to make sure you!

Sources:

For more study and time management tips visit: http://tstc.libguides.com/study
Planning and Schedules

Using schedules and planning ahead will help you stay on track during the semester. By creating a routine and setting specific times for your academic, work, and leisure tasks, it will be easier to balance your time and not get overwhelmed.

**Semester Schedule**

- Deadlines and Due Dates
- Scheduled tests, midterms, and exams
- Special events or meetings
- Holidays
- Personal Appointments
- Important social events

Semester schedules are used to show set dates and deadlines. It allows you to organize on a monthly scale.

**Weekly Schedule**

- Daily routine
- Classes
- Work Schedule
- Personal Appointments
- Social events
- Leisure time
- Study time
- Flexible study times

Weekly schedules help you plan blocks of time to dedicate to certain tasks. Helpful for establishing a routine and ensuring that you get a good balance of leisure, work, and study time.

**Daily Schedule**

- All blocked time (work, class, study, etc.)
- Things you need to accomplish (grocery, laundry, etc.)
- Anything else you need to do or remember during the day!

Daily schedules are *To Do Lists*. Consider prioritizing items to make sure the most important items are finished.

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**Helpful Scheduling Tools**

- **Studious**: Silence your phone in class, remind you when homework and tests are due, save notes.
- **MyHomework Student Planner**: Track assignments, track classes, receive due date reminders, sync between devices.
- **Any.Do**: Daily planner, sync between devices, add notes to your tasks, add reminders.
- **Google Calendar**: Goals, to-dos on your calendar, works with your TSTC email.

**Sources:**

Procrastinating
Procrastinating is putting off things until a later time. This is a learned behavior— which means it can be unlearned! While it may seem like a good idea in the short term, by procrastinating you are creating unnecessary stress!

Negative Effects of Procrastinating
- Quality of work decreases when you rush to finish it at the last minute.
- When working in a group, your teammates will have to pick up the slack, meaning they will have to work harder because of one person’s inability to complete their part on time.
- Acts as an excuse for poor quality work. Starting a project too late does not mean that the work you turn in is “the best you can do”.

Changing Habits

When?
Do you put off doing work at the start or end of the day? Before you begin your task or in the middle? Make simple tasks out to be harder than they are so you won’t have to move on?

By looking at when you procrastinate, you will see patterns and take steps to change it.

If you have trouble studying at night, try to make time during the day. If you get bored in the middle of a project, schedule shorter study periods. If you are still dreading tasks, you may want to consider why.

Why?
Telling yourself you work better under pressure? Would you rather be seen as lacking effort than skill?
Easily distracted? Feel the work is too boring?
Worried that you won’t “do your best”?

By looking at when you procrastinate, you will see patterns and take steps to change it.

If you are having difficulty in your classes, ask your instructor for help. If you are having difficulty concentrating, try studying in a location without easy access to distractions (try the library!)

Avoiding Procrastination

- Look at your habits. Figure out why you procrastinate and use strategies to avoid it.
- Be flexible. The “I’ve always done it this way” can stifle your motivation.
- Prioritize your tasks and stick with it!
- Relax your standards. Pushing yourself too hard to be “the best” will lessen your drive to start the task.
- Try new strategies and ways of thinking.
- Focus on your skills and abilities! Putting time and effort into your studies will give you the skills you need to succeed!

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Sources:
Note Taking

Taking notes in class can be a difficult skill to learn. However, good note taking can not only help you understand the material quicker, it can also cut down on the amount of time you need to study for your quizzes and exams.

Methods

There are several different methods of note taking and no way to cover them all. Don’t be afraid to try many to see which method works best for you!

Outline

Method

Using Dash outlining, you can quickly and easily show relationships between ideas and information.

This method works best for most classes outside of math or math based sciences.

This method requires you to actively think about how items are related as you listen but allows you to make notes and connections visually.

Example

- Whip Pan Shot
  - Definition: Camera shot. Moves from one direction to the other. Blurs.
  - Same as Pan shot but faster.
  - Usually has “whoosh” sound effect.
  - Used often to pick up pacing.
  - See “Hot Fuzz” (2007) for examples.

Mapping

Method

This method is a graphic form of note taking. It allows you to visually create links without linear connections.

This method requires less active thinking but allows you to form important relationships between ideas.

It is more reliant on visual indicators than words to convey meaning. This can sometimes free up time as you can be more focused on the meaning rather than recording the instructor word for word.

Example

- Whip Pan Shot
  - Moves one direction
  - Camera shot
  - Definition: Lateral
  - Faster
  - Like Pan
  - “Woosh” sound
  - Example
  - Hot Fuzz (2007)
  - Pick up pacing

These are just two of many types of note taking methods. To see more visit: http://tstc.libguides.com/study/notes

Sources:
Johnson, Sue. The 4 Ts: Teacher,You, Text, Talk: A Systematic Approach To Learning Success. Obispo.
Study Tips
Quizzes, tests, and exams, all require some amount of dedicated study time. By learning to study smarter you can be better prepared for your tests—and you may even find homework easier too!

Finding Time
Use “waiting time” as a good time to study. Riding to class, breaks at work, waiting at the dentist, and even time between classes are great times to review!

Have flash cards on the ready or record your notes and listen to them to study on the go!

Study Don’ts!
Avoid marathon study sessions.
3 three-hour study sessions are better than 1 nine-hour session.

Avoid distractions. Find somewhere quiet where you can focus only on your studies.

Summarizing your class notes can be a great way to prepare for a test. It allows you to draw conclusions to facts and gives you simple key statements which can be easier to remember than whole paragraphs.

Study Smarter not Harder
Remember that the amount of time you study does not always equal better grades. Spending one hour of focused study time with no distractions is better than spending three hours of time where you are constantly interrupted. If you focus you will retain more information and finish sooner!

Quick Tips
- Sleep! Studying can only do so much if you don’t have enough energy to process the material.
- Don’t push yourself too hard. Find time to do things you enjoy.
- Ask for help! Attend open labs or study sessions.
- Discover how you study best. In groups or alone? At home or in the library?
- Make a study schedule and stick to it. By organizing your time you can ensure that you have enough time for all tasks you need to accomplish.

For more study and time management tips visit: http://tstc.libguides.com/study
Test Taking

Even if you are well prepared, test taking can be stressful. You can use these examples both in the classroom and online to better prepare for tests. Remember to prepare, relax, and read.

Prepare
Tests will be stressful if you don’t study! Make sure you spend enough time going over all of the material that will be covered.
Check out our study tips for good test preparation!

Be Early
Make sure you are in your seat or a few minutes before class begins. This will give you time to make sure your pens and pencils are working, your laptop is charged, and that you have everything you need.

Relax
You’ve prepared for the test, you have everything you need, you are going to do the absolute best you can. Take your time to try and relax and take some deep breaths. This will help you not stress and help you recall the information better.

Plan of Attack
Note which sections of the test will take longest and adjust how you spend your time.
Look for key words in questions to make sure you are choosing the right answer. Keywords include: most, during, after, initially, and first.

Eat, Drink, Sleep
Make sure you eat a healthy meal before you test.
Drink water and avoid too much caffeine. It is also wise to avoid alcohol at least 24 hours before.
Get a good night’s sleep. It does wonders in your awareness and ability to concentrate!

Positive Thinking
Don’t let negative thinking make you stress out!
Think about your skills, abilities, and the effort you’ve put into preparing for the test.
Don’t let negativity distract you.

Ask Questions
If you feel that the directions are not clear or need clarification, ask your instructor.
They won’t be able to help you find the answer but may be able to offer guidance on other aspects of the test.

Read Carefully
Make sure you read the directions and questions carefully.
You want to understand exactly what is being asked of you. If you don’t understand after reading, you can always ask for clarification.

Be Confident
If you find yourself second guessing take a deep breath and look the question over again. Your gut instinct is often correct.
You should rarely have to change your answer unless you misread the question.

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