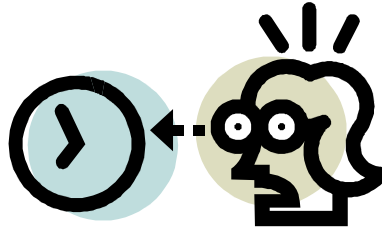


Time Management Tips For Health Professions Students
Come see us at Student Wellness for individual help!
Call 747-9508 for an appointment



Why do I need help with Time Management?

- No one teaches you these skills in school- you have to learn them on your own!
- You are probably busier now than you were at your previous academic institution due to the increased workload.
- Many of you have significant others and families who are pressuring you for time.
- If you learn some techniques now, you can use them in your future career.

What are some quick tips I can start using right away?

- After every hour of studying take a 5-10 minute break. You will then return to your work feeling refreshed and ready to start again.
- Make use of “waiting time” throughout the day by carrying around outlines or index cards to look over.
- Use a regular study area because your mind and body will start to associate it with getting down to business.
- Talk to people you live with about setting up your study times.
- Throw papers and mail away the first time you handle them.
- Think about how you procrastinate. Then turn these things into rewards for studying. For example, if you watch TV to procrastinate, let yourself watch TV as a reward for studying.
- Break tasks down into small pieces to make them more manageable and build a sense of accomplishment.

What is an overall system of time management that I can start using today? There is a system called the ABC system of Time Management. Here are the steps:

- Develop an overview of everything you want to accomplish.
- Break these overall goals down into what you want to accomplish each week.
- On a daily basis, categorize goals into “A”, “B”, and “C”. Assign an “A” to those items that are most important, “B” to those of moderate importance, and “C” to those items low in importance.
- Each day complete the A tasks first, then the B tasks and then the C tasks. At the end of each day re-evaluate your list and re-categorize your items.

How can I use a time grid to plan my schedule?

- Use the grid on the following page to plan your schedule. Come see us at Student Wellness for additional tips in using the schedule, but here are a few to get you started:
 - Include exercise, socializing, chores, relaxation in your schedule. This will insure that you save time for these important activities. Enjoy your recreation time! Then you can return refreshed and ready to study some more.
 - Study hardest materials first while your brain is still fresh.
 - Try to have activities serve “double duty”- for example, exercising with friends, eating with family.
 - About once an hour, take a 5-10 minute break. Studies have shown that an hour is about how long most people can concentrate at a time.
 - Print out the following time grid and fill in your plan for the week. Then note where you go astray during the week and make corrections the following week if necessary.



Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							