

Time Management

When to study:

- Study 2 hours for every hour in class
- Study difficult subjects first
- Use your times of peak energy
- Use waiting time

Where to study:

- Use a regular study area
- Study where you'll be alert
- Use a library

Ways to handle the rest of the world:

- Agree with living matters about study time
- Get off the phone
- Learn to say no
- Call ahead
- Avoid noise distractions
- Notice how others misuse your time

Procrastination

Procrastination is the avoidance of doing a task, which needs to be accomplished.

Why student procrastinate:

- Uncertain about priorities, goals and objectives
- Overwhelmed by the task
- Inability to concentrate
- Surrounded by noisy or cluttered environment
- Fear and anxiety
- Negative beliefs
- Personal problems

How to overcome procrastination:

- Recognize self-defeating problems such as fear and anxiety, poor concentration, and time management
- Identify personal goals, strengths, weaknesses, values and priorities
- Discipline yourself to use you time wisely
- Study in small blocks instead of long time periods
- Break big projects or assignments into a series of small ones
- Motivate yourself to study
- Study in small groups to keep yourself motivated
- Set realistic goals
- Change your environment, eliminate noise and distractions
- Keep your study area neat
- Get started