



# Managing Your Time

You cannot change the number of hours in a day, a week, or a semester, but you can decide how to best use them. To be successful in school, you must carefully manage your study time. Here is a strategy for doing this.

## Prepare a Semester Calendar

- Record your school assignments and scheduled tests.
- Record your planned school activities.
- Record your known out-of-school activities.

## Prepare a Weekly Schedule

- Record your daily classes
- Review your class notes from the previous week
- Add any out-of-school activities.

## Prepare a Daily Schedule

- Enter unaccomplished items from the previous day.
- While studying, review and edit your class notes for the day
- Add any out-of-school activities.

When planning your day, consider the time of day you have the most energy. Try to limit your activities that eat up time unnecessarily like Facebook, Twitter, etc.. *However, you should schedule some down time for yourself.*

**Where do you waste the most time? What activities do you think you should spend more or less time on?**

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