



GETTING THE MOST FROM YOUR TIME



Analyze of your current use of time

1. Use the attached form to track your current use of time.
2. Take a look at your week. How did you do? Were you all work and no play? Did you stay out late and sleep through your 9:00 a.m. class?

Write a budget for your use of time

1. Write your goals for the semester.
2. Use the supplied calendar to mark in your fixed commitments.
3. Plan your other commitments.
4. It is recommended that you spend 2-3 hours per week for every credit hour of a difficult class. It can be less for less difficult class.
5. Plan time for entertainment, relaxation and exercise.

Develop methods of tracking your time

1. Construct a weekly calendar and post in a prominent position near where you study – see attached example.
2. Use a planner or a Palm Pilot.
3. Construct weekly and/or daily “To Do” lists.
4. Create a semester-at-a-glance calendar (available through Learning Assistance) and post in a prominent position near where you study.



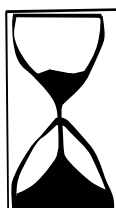
Tips for staying on track

1. Study in one hour blocks.
2. Take breaks.
3. Switch subjects.
4. Tackle difficult assignments first, save the easier ones, and your favorites until later in the day.
5. Break big or long-term tasks down into manageable units.
6. PLAN REWARDS for yourself.

If your time budget is not working, get some help before you lose more valuable time!

Contact:

Learning Assistance, Sullivan Center Suite 201, **773.508.7714** – for an appointment with a Learning Assistance Specialist.



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