
Hints on Planning a Better Time Schedule

- **Plan a schedule of balanced activities.**
- **Plan enough time studying to do justice to each subject.** Most college classes require two to three hours of work per week per credit. You may need to plan more or less time in order to meet the competition of college classes.
- **Study at a regular time and in a regular place.** Knowing what you are going to study, and when, saves a lot of time.
- **Study as soon after your lecture class as possible;** one hour spent soon after class will do as much good in developing an understanding of materials as several hours a few days later.
- **Utilize odd hours during the day for studying.** Use the scattered one-hour or two-hour free periods between classes. Psychologists doing research on learning have discovered that, in the long run, several short distributed sessions of study produce better results than one- or two-hour long highly concentrated study sessions.
- **Be alert to studying or review that can be done while you are doing something else.**
- **Limit your block of study time to no more than two hours on any one course at one time.** Taking a break and then switching to studying some other course will provide the change necessary to keep your efficiency.
- **Trade time—don't steal it!** When unexpected events arise, decide where you can find the time to make up the study missed and adjust your schedule.
- **Provide for spaced review.** Plan a regular weekly period when you will review the work in each of your courses. This review should briefly cover all the work done thus far in the semester.
- **Practice self-recitation as a device for increasing memory.** When preparing for exams, try to predict the questions the instructor may ask.