



STUDY SCHEDULE TIPS

Follow these basic scheduling principles and use the blank study schedule to arrange your study time during Study Jam Week. Maintain your study schedule and you'll be in good stead!

1. Identify your priorities and list them accordingly. By putting important things first, you are sure to get your priorities done on time.
2. Eliminate dead hours — make each block of time a productive unit. This includes time between classes.
3. Follow the study time rule of thumb and plan sufficient time for study. For every hour in class, study for two hours. Start with this rule and make adjustments as you go, but whatever changes you make to your schedule, be sure you stick to them.
4. Plan blocks of time. You'll reach optimum efficiency scheduling your study time in this way: 50- to 90-minute study periods with 10 to 15 minutes of relaxation in between are more effective than longer stretches of concentrated study.
5. Know your sleep pattern and be sure to allow for sleep. Make sure you give your body time to rest. Sleep when you are sleepy and study when you are naturally alert. NOTE: Eight hours a night is proven by medical evidence to be the most beneficial. The quality of your education depends on sufficient sleep.
6. Eat well-balanced meals. Dietary deficiencies result in irritability, fatigue, and lack of pep — all of which hinder effective study.
7. Leave some unscheduled time for flexibility, and be sure to leave room for last-minute problems. A lack of flexibility is why most study schedules fail.
8. Be realistic with your study time, and don't pack your schedule too tightly — you know yourself best.
9. Use study resources wisely. Take full advantage of available campus resources such as study halls, the Writing Center, and Math Lab. Check out the Study Jam schedule for activities and events the week before final exams.
10. Reward yourself *afterward* — keep to your daily schedule and then give yourself a treat for stick-to-itiveness.

Your final exams study schedule is limited, so be aware of these time-wasters:

1. Interruptions, drop-in visitors, unplanned conversation
2. Television
3. Unscheduled meetings
4. Lack of objectives, deadlines, or priorities
5. Cluttered desk, hunting for study aids, personal disorganization
6. Procrastination, indecision, daydreaming
7. Inability to say no to new projects
8. Getting involved in unnecessary details
9. Socializing, idle chit-chat for hours
10. Constantly switching priorities
11. Failure to do first things first
12. Failure to use blocks of time constructively (e.g., time in between classes)
13. Web surfing, blogging, Twittering, using MySpace and Facebook or e-mailing
14. Duplicating efforts (reviewing the same material over and over again, recording notes or rewriting notes that do not help with review, starting over because you lost materials...)
15. Choosing an inappropriate place to study