

Five Strategies to Manage Your Study Time

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1. Schedule realistic amounts of time for doing assignments. At the beginning of the semester in each of your classes, time yourself on a typical assignment to determine the actual amount of time required for assignments in that class and then plan accordingly. Although the usual rule of thumb is three or more hours for each hour in class, this will be sufficient for many courses, more than enough for others, and not enough for some.
2. Use your prime-time hours. Determine the times of the day that you are most alert; these are your prime-time hours. Use those hours for doing the majority of your work. Your concentration will be the best during that time. Pay particular attention to doing your work for difficult courses during these hours.
3. Use the time between classes. Daytime hours between classes can help you be efficient and productive. Some uses of time between classes are to (a) review course material before a discussion or recitation-type class, (b) review your notes after a lecture, (c) break up reading assignments into parts and read sections between classes, (d) edit a paper, and (e) hold a study group meeting.
4. Schedule short study breaks. In order to plan when to take breaks consider a logical stopping point in the topic or reasonable time span for your work. A rule of thumb is a ten-minute study break for every 50 minutes of studying. This will differ depending on you level of interest and background information in the topic. Short study breaks give you time to think about the material, practice it and get re-energized.
5. Schedule catch-up time. Leave yourself a safety net of time so that if something unexpected occurs you will still have time to accomplish what needs to get done. Catch-up time allows for surprises and unexpected occurrences.

If you would like to work on more ways to manage your time, visit the Study Mentors. Make an appointment on StudyHub (on the CTL website: www.hws.edu/academics/ctl/), or stop in to visit us on the second floor of the library.