

HOW TO PLAN YOUR DAYS

Being a good student looks different for everyone and does not always mean studying day and night. Especially when you are juggling multiple responsibilities, keep these tips in mind to be able to organize your days.

☐ **Set realistic goals for study time.**

- o Get to know yourself! How long does it take you to read a chapter or journal article? How long does it take you to review professor's notes? Start noticing and keeping track of these things so you can schedule your time accordingly. When planning ahead, be sure to give yourself adequate time to review and then test your knowledge.

☐ **Use “down time” to review (before/after appointments, kids' sports practice, daily commute)**

- o Reviewing material multiple times will help prevent you from forgetting it. It might not always be possible to review immediately, but be sure to have notes and study materials handy so that you can take advantage of small pockets of time.

☐ **Know your best times of day to study**

- o If you have a certain time of day that you feel fatigued, are easily distracted, or tend to lack motivation, schedule other tasks – like laundry, scrolling social media, or spending time with friends – for these time frames. When possible, set aside time to study for when you will be alert and without distractions.

☐ **Minimize time-consuming distractions**

- o Text messages and social media take up more time than you may think. When studying, restrict yourself to checking your phone to certain intervals (once an hour) or until you have completed a task.

☐ **Avoid multitasking**

- o Even though you think you might be good at it, research shows that few of us actually are! You will be able to study more effectively and retain the most information if you concentrate on one task at a time. Planning your tasks ahead of time will help avoid multitasking since each task will have its place in your schedule.

☐ **Be flexible**

- o It is impossible to plan every second of your life. Especially with work and family, you will not be able to anticipate every little distraction. Build extra time into your schedule so that these unexpected interruptions do not prevent you from reaching your goals.