Time Management for Students

One of the hardest lessons a student will ever need to learn is time management. Millions of rupees are spent on books, software programs, and equipment designed to help students manage their time. However, most times the students start to become overwhelmed with projects, assignments, and the administrative of their time management system. Time management styles are as complex and individual as the person. What works for one person will not necessarily work for another. Students cannot use the same time management strategies that are used in the corporate world.

Students cannot be controlled by a calendar and time schedule in a similar manner that is followed by most corporate executives. While, Students do need to be at certain places at certain times it is unproductive to lay out a calendar that schedules "school" every day. Any corporate executive will tell you that it is easy to fall behind in their schedules and they often feel overwhelmed, why train students to be the same way? Instead students should map out their assignments and study time into a to-do list.

Many times students are seen as having poor time management because they simply have no idea where to start with their assignments and day. A to-do list can help students manage their workload on a day-by-day basis. Instead of being confronted with an entire text book to read and feeling overwhelmed by the assignment, the to-do list can break the project down into manageable sections that need to be completed each day. Large projects can be overwhelming for many people but once you start to break down the project and plan what you need to work on each day, your students will soon begin to progress through their assignments and complete everything on time.

As a student, there are some basic Principles of Time Management that one can apply.

1. Identify "Best Time" for Studying: Everyone has high and low periods of attention and concentration. Are you a "morning person" or a "night person". Use your power times to study; use the down times for routines such as laundry and errands.

2. Study Difficult Subjects First: When you are fresh, you can process information more quickly and save time as a result.

3. Use Distributed Learning and Practice: Study in shorter time blocks with short breaks between. This keeps you from getting fatigued and "wasting time." This type of studying is efficient because while you are taking a break, the brain is still processing the information.

4. Make Sure the Surroundings are Conducive to Studying: This will allow you to reduce distractions which can "waste time." If there are times in the residence halls or your apartment when you know there will be noise and commotion, use that time for mindless tasks.

5. Make Room for Entertainment and Relaxation: College is more than studying. You need to have a social life, yet, you need to have a balance in your life.

6. Make Sure you Have Time to Sleep and Eat Properly: Sleep is often an activity (or lack of activity) that students use as their time management "bank." When they need a few extra hours for studying or socializing, they withdraw a few hours of sleep. Doing this makes the time they spend studying less effective because they will need a couple hours of clock time to get an hour of productive time. This is not a good way to manage you in relation to time.

7. Try to Combine Activities: Use the "Twofer" concept. If you are spending time in waiting for the bus, bring your psychology notes to study. If you are waiting in line to pay your telephone bills, bring your economics notes to memorize.