

Time Management for Science Students

To be both successful and fulfilled in life, you need to learn to manage your time. Beginning an undergraduate science class can seem overwhelming compared to your previous high school experiences or other classes in college. But you can do it! There are a few keys to success

- Set a clear intention – what is your priority in life right now? Be honest with yourself and be clear of what your priorities are. Dedicate yourself to the decision you have made to be a successful student. It is ok if you are not ready right now, go do what you need to and come back to being a student when you are ready.
- Set up a semester schedule – put on a calendar all of your class assignment due-dates & tests and all of your work hours. This will help you prepare in advance for weeks where you need to set aside more time for studying or preparing papers.
- Schedule 6-12 hours a week to STUDY for THIS science class. Trust me.
- Be sure to schedule enough time for sleep – especially when you are in your teens & 20s, you need at least 8 hours of solid sleep
- Schedule time to exercise, & to have fun – these will help you learn better
- Each day, make a to-do list either at the beginning of the day or the night before for the next day.

Creating a daily schedule for each day of the week can seem tedious, but it is extremely helpful for being sure you are spending enough time on your priorities. Here are some tips for creating your schedule:

- Schedule study sessions in relatively short blocks of time (40 minutes) with mini-breaks of a few minutes within that time. If you cannot concentrate for 40 minutes, study for 20-30 minutes without a break, and work on deepening your concentration for the short periods of time.
- Schedule time to study for your science class soon before & after you attend class – remember that if you do not review material within 12-24 hours of learning it for the 1st time, your brain will not retain it – you need to send the new knowledge into your long-term memory.
- Use free parts of your day for study, be aware of time spent just hanging out when you can take advantage of being on campus & around classmates you can study with
- Plan time on Friday or Sunday for an end-of-week review. Pull together all that you learned in the week and preview what you will do the next week.
- Find a place away from distractions – on campus try the library, computer labs, STEM center, a quiet piece of lawn away from crowds.
- Ask friends & family to support you in your academic goals by not disturbing you while you are studying and to support you in your goals.
- Silence your phone & put it out of sight - constant texting & messaging trains you to be distracted, work on staying focused on your studies for longer periods of time by putting your phone away. Constant phone use damages your ability to concentrate.

Name:

Lab Day:

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Record times for classes, study, work, recreation, meals, travel, etc. Have you planned 6 to 12 hours of study for science?

Weekly Time Schedule							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 PM							
12:00 midnight							