The Big Picture
- College students expect to study two to three hours outside of class for every one credit in class
- Three-credit class = Six to nine hours of studying per week
- 12 credits X 3 = 36 hours of studying outside of class per week
- 36 hours + 12 hours in class = 48 hours of school/week

Avoid Multitasking
- Finishing one task at a time can be easier and more efficient
- Turning from one task to another interrupts brain functions
- Multitasking creates stress, boosts toxic hormones, and destroys brain cells
- Recovering from a shift in attention can take up to 20 minutes
- Writing down items, ideas, and chores pushes ideas out of your mind and frees your memory to focus on the present

Get Organized
- Clear your desk/study space so only one task is visible at a time
- Use an organizing tool that works for you
  - Planner
  - Electronic calendar
  - Sticky notes
- Write down everything
  - Class schedule, homework time, tutor availability
  - Individual assignments, projects, and tests from your syllabus
  - Work schedule
- Schedule time to relax
- Allow flexibility in your calendar by using pencil
- Prioritize what is most important each day/week
- Try to study a bit each day
  - Information will stay in your long-term memory
  - Cramming information causes it to stay in short-term memory
- Schedule a review once each week
- Begin projects and assignments as soon as possible after they are assigned
  - Research, revise, and perfect your work
  - Get feedback from others before you submit it

BEST Time Management Strategy
- Break down the assignments into parts
- Evaluate how much time each part should take
- Schedule time to complete each part
- Track how well time was managed

Sources: Heidi Hanna, PhD, author of The Sharp Solution
Coral Arvon, PhD, director of behavioral health and wellness at the Pritikin Center