

## **Study Skills and Time Management**

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Developing study and time management skills is an individual journey. It is important to try different study strategies and time management tips to form your own study toolbox. Listed below are some methods to help you discover what works best for you.

### **Set aside blocks of study time and breaks**

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- Schedule and plan for blocks of study time in a typical week
- Ask yourself the following questions:
  - What is the best time block you can study?
  - How long is it?
  - What makes for a good break for you?
    - What you do during your break should give you an opportunity to have a snack, relax, or otherwise refresh or re-energize yourself
  - Can you control the activity and return to your studies?
- Keep in mind that some difficult material may require more frequent breaks
  - Shorten your study blocks if necessary, but don't forget to return to the task at hand!

### **Identify dedicated study spaces**

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- As you get to know the Rice campus, think of spaces where you can go that are free from distraction and where you can maximize your concentration
- Designate a back-up space in case your usual study space is distracting
- Ask yourself the following questions:
  - What are features of your ideal study space?
  - What is the best study place you can think of?
  - What is another?

### **Prioritize assignments**

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- Get in the habit of first tackling difficult subjects and tasks when you have more energy and patience
- Create daily and weekly to-do lists
  - To help you get started on putting together to-do lists, check out this website: <http://www.studygs.net/todolist.htm>

### **Achieve “Stage One” (a.k.a. Fight Procrastination)**

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- The longest assignment starts with a simple step. By just beginning a project, paper, or assignment early, you will have time to ask the professor questions about the assignment before it is due.
- Often times, details of an assignment are not evident until you actually start the assignment. Start early!

### **Use your time wisely**

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- Review notes before and after class
- Review flashcards on your way back to your college or on your way to class
- Get in the habit of reviewing your schedule, upcoming deadlines, and assignments on a weekly basis.
- Write down appointments, classes, and meetings on a calendar or agenda (i.e. Google Calendar, iCal, wall calendar, etc.)

### **Know and use your resources... early!**

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- Using outside resources can save you time and energy. Get to know the various academic resources on campus.
  - Visit professor and/or teaching assistant
  - Use library and other academic resources
  - Seek help from Academic Fellows/Mentors in your college
  - Ask advice from Peer Academic Advisors