

TIPS ON PLANNING A BETTER TIME SCHEDULE FOR STUDYING

- ◆ PLAN A SCHEDULE OF BALANCED ACTIVITIES.
- ◆ PLAN ENOUGH TIME IN STUDYING TO DO JUSTICE TO EACH SUBJECT.
- ◆ STUDY AT REGULAR TIMES AND IN A REGULAR PLACE.
- ◆ STUDY AS SOON AFTER YOUR LECTURE CLASS AS POSSIBLE.
- ◆ UTILIZE BREAKS BETWEEN CLASSES FOR STUDYING. IT'S A GREAT WAY TO FIT IT INTO YOUR SCHEDULE REGULARLY.
- ◆ LIMIT YOUR BLOCKS OF STUDYING TIME TO NO MORE THAN AN HOUR AT A TIME FOR EACH COURSE. TAKE BREAKS.
- ◆ TRADE TIME- DON'T STEAL IT! WHEN UNEXPECTED EVENTS ARISE THAT TAKE UP TIME YOU PLANNED FOR STUDYING, MAKE SURE YOU PLAN ON A DIFFERENT TIME TO STUDY.
- ◆ PLAN A WEEKLY REVIEW OF YOUR COURSE WORK, AND ALSO LOOK AHEAD FOR TASKS COMING UP THE NEXT WEEK.
- ◆ EMPLOY THE PRINCIPLES OF SELF-REWARD AND SELF-PUNISHMENT. TREAT YOURSELF FOR WORKING HARD, AND FORFEIT A BIT OF FREE TIME IF YOU DO NOT HAVE EVERYTHING DONE THAT YOU PLANNED ON ACCOMPLISHING.
- ◆ CONTINUALLY REVISE YOUR STUDY SCHEDULE. THE MORE YOU LEARN ABOUT YOURSELF AND STICK TO STUDY HABITS, THE MORE EFFICIENT YOU'LL BE.