Time Management

Successful college students spend 2-3 hours studying outside of class for every hour they spend in class.

Engineering students should spend 4-5 hours studying outside of class for every hour they spend in a STEM class.

Useful tools:
- PocketMod.com
- Phone Apps:
  - iStudiez Pro
  - Quizlet
  - InClass
  - iProcrastinate
  - Outliner
  - Evernote

Reminders about Time Management

- Get an early start on your work so you are not doing everything at the last minute.
- Swiss Cheese Technique-Breakdown your big projects into small parts so you do not get overwhelmed.
- Saying “No” to things is okay. Sometimes academics need to come first.
- 50/10 rule- Study for 50 minutes and then take a 10 minute break.
- Reward yourself after you have reached one of your goals.
- Get rid of distractions while you are studying, like your cell phone and social media.

Plan Ahead!

- Get a daily planner to prioritize your time.
- To-do lists:
  - Make one every day.
  - Rewrite it every day.
  - Assign times to each task.
- Study with a friend.
- Do not panic when your schedule needs to change; just make adjustments.
- Prioritize your activities and spend your time wisely

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<tr>
<td>IMPORTANT</td>
<td>Quadrant 1</td>
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<td>NOT IMPORTANT</td>
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