Improving Time Management Skills

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Today’s Plan

1) We'll have an interactive discussion on improving time management skills.

2) Questions and takeaways…

Background

- People learn and study differently.
- There is more than one way to manage study time.
- You are unique.
- Take what works from the toolkit given today and apply it to your studies.

Sunrise Model

Successful Time Management

Prioritization

50/10 Method

Spacing

Calendaring
**Spacing**
- Budgeting blocks of time throughout the week to avoid marathon study sessions once or twice a week.
- Benefits of Spacing vs Cramming.

**50/10 Method**
- For every 50 minutes of study, take a 10 minute break.
- The best environment for studying is quiet and relatively free of distractions like radio, TV, and people.
- Keep your phone down for the 50 minute study block.

**Prioritization**
- Separate your list into long-term and short-term goals being mindful of deadlines.
- Gallon Jar Example - big rocks and pebbles versus sand and water.

**Calendaring**
- Give yourself 20 minutes at the beginning of the week to fill out the entire week’s schedule.
- Block out hours for homework and study time.
- Depending on what works best for you, schedule study time in one, two, or three hour blocks.

**Questions??**
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