

# TIME MANAGEMENT TIPS

Professional school can feel overwhelming. You have a lot on your plate, and it can be stressful thinking about how to balance studying, acclimating to an environment, preparing for your future career, and balancing your personal life. Below are some time management tips to help you find a successful school, work, and life balance.

- Learn how to study early in your professional school career
  - Meet with the learning specialist and your professors
  - Talk with upperclassmen
- Set realistic and measurable goals
  - For the day
  - For the week
  - For individual study sessions
- Prioritize
- Create a schedule that you can stick to
  - Schedule blocks of time for studying, breaks, personal things, sleep, etc.
  - Try using a time management app to keep you on track
  - Attempt to create a schedule in 2-week blocks of time
  - Be realistic and Build in time for unpredictable events
- Break tasks and study time into manageable chunks
  - Try studying for 2-3 hours at a time and then take a break, repeat
  - Be aware of how long you can truly focus before you mind start to wander – how productive are you on hour number six of a marathon study session?
- Avoid procrastination and interruptions
  - Remove all distractions (put your cell phone in your backpack, keep your laptop closed, etc.)
  - Study in a location with minimal distractors
  - Be aware of who you choose to study with – how productive are your study sessions?
- Stay organized
- Let friends and family know what your schedule is so that they can be supportive
- Be aware of the times you are most alert and apt to take in information – you should be studying your most challenging material during these times.