

# Time Management In School

Students have unique demands placed on you. You especially have time management challenges as a student if you are married with children. If you are married with children and working a full time job it creates even a greater need for time management. Some of your time management in school is specific to you as students, and other management techniques apply to every aspect of life.

## **Know Where You Have Spent Your Time**

Take one or two weeks and keep a log of where you spent your time. At the end of each day just before you retire for bed review your day and go over what you did from the time you woke up until you retire. Write it down so you can review it at the end of the week to look for patterns. Each of us has blind spots that we don't see in ourselves. Unless you have someone to point them out to you, you have to discover them for yourself. Reviewing your day and week will help to flush out your blind spots.

## **Make A To Do List**

Making a to do list is common in every kind of time management philosophy. You should know what you should be doing in every moment. I am not saying you should stick to strict minute-by-minute schedule. A to do list is where you prioritize your most vital tasks in A,B,C's or 1,2,3,4, etc. Make a plan and work your plan.

## **Audio Record Your Lectures**

Many students have ipods. Apple sells a device that you can plug into your ipod that will record audio directly into your ipod. This way you can start listening immediately without messing with any other download software that you would have to use from other audio devices.

## **Maximize Your Time To The Most**

What do you do with the time you drive to school? Do you listen to music or do you listen to your lectures. I recommend multitasking when it makes sense. Listening to your lectures while driving makes sense as long as you can pay attention to your driving. If it is a really important lecture you will listen to it more than once and at times when you are not multitasking.

Often the small things make the biggest difference. What do you do with those times your professor is late. Do you vegetate or daydream. I personally nothing wrong with daydreaming, but there is a time and place for that. This is an ideal time to review your notes. Students are really good about doing reviewing notes before class if it is test or quiz day, but what about every class period.

If your schedule permits you to have an hour break in between classes do it so you can review your notes from the previous class. You review your notes so you can teach that same material to someone else such as your spouse, friend or sibling, etc.

Teaching someone else what you are learning is a very effective way to learn. It engages your brain a lot more. Reviewing your notes directly after your class in a way to teach someone else will also bring to your mind what you don't understand. Immediately write down your questions to ask your professor in the next class or email or drop by his/her office during office hours. Some students are afraid to visit their professors at their office hours. Don't be, that is why they have office hours. Most professors would not teach if they didn't want to make a difference. Start on your homework if you have leftover time from reviewing your notes. Or, review your notes for the next class.

### **Pass Every Class**

Nobody is perfect. You don't always get the grade you want. Sometimes things happen in life beyond your control. Taking classes over again slows your progress.

### **Overcome Procrastination**

Get ahead. Many people say they work best under pressure, but most find that it is really not the most effective. Get in the habit of doing something you don't want to do every day. If you are given a school project that is not fun you have three options, 1. Don't do it which is really not an option; 2. Get as much of it done as possible early on, 3. Work a little on it every day.

### **Conclusion**

These are only a few ideas for time management in school. Managing your time in general is not easy. It requires great effort and discipline. Having a correct mindset or philosophy about time is crucial. It helps to realize that once time is gone it is gone; you can never get it back.

### **About The Author**

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