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

	URGENT	NOT URGENT
IMPORTANT	Quadrant 1	Quadrant 2
NOT IMPORTANT	Quadrant 3	Quadrant 4