

Time Management Tips for the Hopkins Student



brought to you by the JHU Study Consulting Program

Ways to Save Time

- Concentrate your time and effort on one subject at a time (your brain can't multitask!)
- Take small breaks to fight boredom and increase concentration
- Write notes by hand. This can help with faster internalization of the material
- Review notes for a minute after each lecture to avoid last minute cramming before an exam



Fighting Procrastination

- Create your own positive reinforcement
- Divide the task into small components to be tackled separately
- Create small, self-defined deadlines for yourself to follow
- Prioritize your work based on urgency and importance



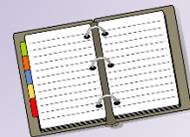
Actively Budgeting Time

- Create a goal, a plan, and then commit to it
- Allow yourself reasonable time for activities
- Don't be discouraged if you occasionally deviate from your plan; use this to plan better in the future
- Budget time for meals and exercise, this will make your studying hours more effective



Staying Organized

- Write large due dates 3-4 months ahead in a planner. This helps you visually understand how busy you will or will not be.
- Write down daily goals that you can reasonably complete. Check them off as you go (check marks will never seem so satisfying!)
- Don't count on yourself to remember everything you've been assigned: write it down!



Common Time Traps

- Lack of planning
- Lack of prioritization
- Over commitment
- Rushing through something to produce a lower quality product
- Netflix, Facebook, or messaging on your laptop
- Studying with distracting friends
- Becoming distracted during lecture



Academic Support Resources Created for YOU

- **Study Consulting:** Weekly 1:1 meetings with consultants to discuss planning, organization, and study habits (sharleen.argamaso@jhu.edu)
- **Learning Den:** Small group tutoring (schedule on JHU website)
- **PILOT:** Peer led problem sets in specific classes (ariane.kelly@jhu.edu)