Time Management/Study Habit Tips

* Make use of daylight hours.
* Study immediately after your classes. Review the notes you just took or read over the chapter that was just discussed.
* Complete your studying, projects, and assignments, within 24 hours after the class is over. Read the chapter in your book before the class it is discussed in.
* Develop and follow a time management schedule for the term.
* Stay current with your syllabus and do not fall behind.
* For each subject, study throughout the week instead of one large study period before the test.
* Review the previous week’s notes and materials on a weekly basis until you take the test.
* Take breaks between your study periods (for example, if you study for one hour, take a 20-30 minute break, if you study for two hours at a time, take a 45 min. break.)
* Study when you are the most active, focused, and energized.
* Plan enough study time-for every credit hour, study two hours outside of class.
* Do not work on difficult material for more than 4 hours.
* Attend a Sinclair Talks about study habits or time management.
* By following the above tips, procrastination can be a thing of the past!!

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For further assistance, please visit our website at [www.sinclair.edu/support/counseling](http://www.sinclair.edu/support/counseling) or [www.howtostudy.org](http://www.howtostudy.org), [www.studygs.net](http://www.studygs.net)