

WHERE DOES ALL THE TIME GO?

Many students are shocked when they see how much good study time they are wasting. Here is a way to find out specifically how you are spending your time. In a notebook track your time for a week: record your activities for each hour of every day (every half hour would be even better). At the end of the week, count the hours you spent studying. Are you satisfied that you are spending enough time on studying?

Analyzing Your Current Scheduling Pattern:
As you track your time for the week,
consider the following questions

1. Are you a morning person or an evening person? That is, when do you feel the most energetic and active?
2. When do you have low energy and feel the most passive?
3. What times of the day do you generally use for studying?
4. What times of the day are important to you for other things? What are you doing at these times?
5. During the times that you're studying, when is your studying most effective? That is, when is your concentration at its best? When is it at its worst?
6. Which subjects do you avoid studying or have trouble concentrating on when you study? In these cases, what are you doing instead of studying?
7. Which subjects do you enjoy and study most easily for outside of class?
8. Which classes are most interesting to you? Most boring?
9. What time is most valuable to you? Why? What are you doing?
10. When are others in the house or area a distraction from your studies? What time of day? With what subjects?
11. When do appointments or other things tend to distract you or break up your concentration?
12. When do personal or social relationships distract you?
13. Can you see a pattern to your distractibility with certain subjects or at certain times?
14. Is there a time of high ambition that could be better utilized?