**Tips for getting even more done in a day than you thought you could**

When you are finished studying, **do one more thing** before you quit. Start another assignment; then you will be ahead when you sit down to study again.

**Carry notecards and other study materials** with you so that you can make better use of open (wait) time that normally gets wasted. Recite from your notes while you are riding in the car or on the bus, waiting in the doctor’s office, standing in line, and walking to and from classes.

When you have trouble getting started, **select a specific task**, as three pages of a reading assignment, and say to yourself, “I’m going to spend 10 minutes on this without stopping.” At the end of 10 minutes, see how much you’ve done. If you still aren’t satisfied, work 10 minutes more. A task may seem easier to complete if you are looking at 10 minutes of concentrated effort instead of several hours of unspecified work.

**Do two things at once.** Combine recitation and review with another activity. Recite terms and definitions while you are jogging or walking. Review your notes while you are eating lunch in the cafeteria.

*The Confident Student* by Carol C. Kanar