Activity Logs or Personal Time Survey
It helps you estimate how much time you are currently spending on activities such as class, work, fun, etc. It spots time-wasting activities allowing you to eliminate them. It identifies the times of the day during which you are most effective.

To-Do Lists
This tool allows you to list all the tasks that you need to accomplish during the day and prioritize them according to order of importance or urgency.
When preparing a to-do list
1. Write down what you need to accomplish
2. Break large projects into smaller ones
3. Prioritize them from A (must do today) to B (can wait till tomorrow) to C (can wait for a few days)
4. Re-write the list in order of importance: A activities on top of the page and C at the bottom of the page
5. Remember: “Today’s Bs and Cs not completed will become tomorrow’s As and Bs

Action Plan
It is a list of tasks that must be carried out in order to achieve a single objective. It allows you to concentrate on the stages of that achievement and monitor your progress toward it.

Scheduling
It is the process by which you look at the time available and plan how to use it to achieve the goals you have identified.
- It helps you understand what you can realistically achieve with your time and helps you plan accordingly
- Always leave enough time for things you absolutely must do
- Prepare a contingency plan to handle “the unexpected”
- Minimize stress by avoiding over-commitment to yourself or others
How to Schedule

- **Use a planning guide**: write down all of the necessities (classes, work, meals, key events, projects and deadlines)
- **Block**: Block your study time and schedule study breaks
- **Divide and conquer**: Break large projects into smaller parts
- **Focus on goals**: know the big picture

Scheduling Tools

- Diaries
- Calendars
- Paper-based organizers
- PDA’s
- Computer software
- 3x5
- ____________
- ____________
- ____________

Manage your study time

- Use a calendar and weekly planner to keep up with tests, exams and reports
- Make a "To Do" list to prioritize tasks
- Fit study times into your schedule
- Get to know the high and lows of your body clock
- Study in a limited block of time that corresponds to your maximum attention span
- Study a different subject after you break from your block of time
- Study or review a subject soon after the class
- Utilize “waiting times” effectively
- How much time do I need to study outside class:
  - Easy Class - 2 hrs per credit
  - Average Class - 3 hrs per credit
  - Difficult Class - 4 hrs per credit