Are you having trouble completing all of your study tasks on time? The following are some tips that may help make the best use of your study time.

**Identify your best time of day:** Studying at your best time of day – morning, afternoon, or evening, will enable you to complete your assignments in less time. Research studies show that what we can accomplish in 60 minutes when we’re less fatigued will take as much as 90 minutes to accomplish when we are more fatigued.

**Study difficult or boring subjects first:** Study subjects that are more of a challenge to you first when you are less fatigued. It will be easier to find the motivation to study something you find enjoyable when you are tired than for a subject you dread studying.

**Break tasks into manageable units:** You may find that you become distracted after an hour or two of working on large tasks that take a lot of time to complete, or you may even lose motivation to finish the task because you don’t feel that you are getting anywhere. Sometimes breaking up a big task (for example, a large amount of reading or term paper) into smaller units (10 to 15 page chunks to read, or sections of your term paper to write), and spacing them out over several or many days will help you complete your tasks without becoming bored, losing motivation, or procrastinating.

**Use the same place to study every time:** By studying in the same place each day you begin to associate a particular activity with a particular location. When you are in that location, you are better able to focus on the task at hand more quickly. Studying on your bed or in your bedroom is not advised because you probably associate your bed and bedroom with sleeping, not studying.

**Use the library:** If there are reasons you choose not to use the library, try to find another location outside of your room that provides a good study environment and is relatively free of distractions.

**Avoid distractions:** Many things can provide a distraction to studying if we are looking for ways to procrastinate. For the next few weeks, try to find ways to reduce the frequency with which distracters are interfering with your study time. This might mean finding another place to study, and turning off your phone, computer, television or radio.

**Use waiting time:** If you use the bus to get to and from campus, there is probably some waiting time involved. This is a great time to study discrete pieces of information. And do use the time in between classes as well.

**Treat school as a full time job:** Try to accomplish as many of your school tasks as possible within a concentrated period of time, such as 8 am – 5 pm, Monday through Friday. If you use these hours either for attending class or studying, you’ll have much more free time in the evenings and on the weekends (it doesn’t matter that you’ll never need to study in the evenings or on the weekends though, there will be crunch times). However, treating school as a full time job and adopting the hours of a full-time job will probably result in better, more efficient management of your time.

* Adapted from:
  Virginia Tech, Cook Counseling Center ([www.ucc.vt.edu/lynch/TMTips.htm](http://www.ucc.vt.edu/lynch/TMTips.htm))

http://sfs.studentservices.dal.ca