

7 Ideas for Finding Time in Your Busy, Busy Schedule¹

1. **COMBINE 2 ACTIVITIES:** If you ride the bus, use the time to read a book. When walking to class, mentally review a list from one of your classes or mentally organize a paper you are writing.
2. **BE PREPARED TO STUDY WHILE YOU WAIT:** Whether waiting in a line for tickets or in the doctor's office, bring something to study with you. Twenty minutes reviewing Spanish verbs is a better use of time than rifling through an old magazine.
3. **USE THE TELEPHONE TO GET INFORMATION:** If you need to see if a book has come into the library, call! Any contact or information you can gather by phone saves you important travel time.
4. **HAVE A SYSTEM FOR FINDING/LOCATING IMPORTANT THINGS:** Be consistent about where you put things you will need—papers, pens, keys, books. Save the time you would lose looking for these things.
5. **DON'T LET A ONE-HOUR TASK TAKE THREE HOURS:** If you are working on a simple task, don't let it be a time hog. Put the right amount of time into each assignment. Budget your time.
6. **DO IT RIGHT THE FIRST TIME:** "If you haven't got the time to do it right, when will you find the time to do it over?" A few minutes or less to make a backup copy of a report may save your great grief if your paper is lost on the computer's hard drive.
7. **RUTHLESSLY CUT DOWN ON TELEVISION OR INTERNET SURFING!**

¹ Based on Flemming, L. E. & Leet, J. (1994). *Becoming a successful student*. New York: Harper Collins College Publishers.