

TIPS FOR USING YOUR TRINITY STUDENT PLANNER

1. Draw a diagonal line through each time block during which you have a class and write the name of that class in the space. In a similar way, block out other regularly scheduled activities, such as part-time work or organization meetings.
2. The remaining clear space on the schedule represents your unstructured time, the periods about which you will be making choices. In addition to arranging study time, it is wise to schedule time for the basics: eating, sleeping, and exercising. Don't forget time for socializing and recreation. Try not to schedule every hour of the day. You'll need some time to finish tasks or refresh yourself.
3. Estimates of out-of-class study time vary from 2 to 3 hours for every hour scheduled in class. That means a student taking a 15-semester hour load will spend approximately 30-45 hours each week in study time.
4. Determine the time of the day during which you function best and plan to do your most difficult work then. Take short breaks every 90 minutes or so. Working too long at one stretch can decrease your efficiency.
5. Use your longer blocks of time to learn new material and to tackle your more complex assignments. Break up large tasks into smaller chunks, which can be accomplished in a couple of hours. For example, writing a research paper can be divided into choosing a topic, searching for sources, reading primary materials, designing an outline, writing and introduction, etc. When broken into smaller tasks, even the most intimidating assignments become surmountable.
6. Remember your schedule is a tool for you to use, not a rigid system designed to produce frustration and guilt. You will need to make exceptions to the schedule from time to time, but try to return to the pattern of the schedule as soon as possible. Feel free, however, to change your schedule when experience proves adjustments are necessary.
 - For more tips on "time & task management," visit the Counseling Services web page at www.trinity.edu/counseling and click on the "Self-help" button.
 - If you have questions about time management or would like assistance in designing your schedule, feel free to make an appointment with one of the counselors at Counseling Services (999-7411) or drop by 215 Coates Center during walk-in hours.