**SPEND YOUR TIME INTENTIONALLY AND SUCCESSFULLY**

KNOW YOURSELF:

Are you more motivated to complete academic work in the morning, during the afternoon, or at night?

How long can you work for at a time: 90 minute blocks or half hour spurts?

TRACK YOUR TIME:

Keep a written account of how you spend your days. This will show you how much time you spend on academic work and how much free time you have each day.

Do this through a planner or weekly schedule! Compare the accounts of your more productive weeks and your less productive weeks.

USE YOUR TIME WISELY:

We all have free time during the day: time between classes, time spent waiting on and riding the Cat Tran, time spent waiting in line for meals.

IDEA: Make notecards for an upcoming exam, quiz, or project presentation and carry these notecards around with you during your week. Then pull the notecards out and study when you find yourself in a situation where you have free time. You will be surprised how much wasted time you can turn into study time!