

Tips for Managing Your Study Time

1. Have a specific, realistic goal for each block of time you devote to your studies. It can be finishing a task, understanding a concept, or getting through a particular amount of material. This will help you stay focused.
2. Leave your phone in a different room. Let people know you won't always answer messages during your study hours (e.g., give them a heads up, set an automatic message).
3. Find a space that works for you. Libraries for the graduate schools can be a great place to go to avoid running into friends. Coffee shops are great for busy minds.
4. Break your work into small units of time and give yourself rewards when the time has passed.
5. Consider strategies that will help you start work quickly. Before you sit down to study/work – maybe before you leave for the library – identify the first thing you need to do. Looking over an assignment before you leave allows you to think about it while you travel and primes you to jump into the task right away.
6. Sleep at night. It will make you way more productive during the day.