

Time Management Tips

Porterville College recognizes that our students are often juggling many responsibilities including jobs, family and school. These time management tips can help you to balance your responsibilities more effectively.



Prioritize. Make the best use of your time by listing your duties from highest priority to lowest. Tasks that you don't accomplish one day, can be moved to the top of the next day's list.



Make education your top priority. Sure family and social events are important, but in most instances your studies should take top priority until you have accomplished your educational goal.



Don't procrastinate. Remember that an urgent situation to one person may not be urgent to others. Also keep in mind that waiting until the last minute may result in too little time to complete your task. Don't increase your stress load by procrastinating. Get it done early and then you may find you have extra time left for some R-and-R.



Establish a support network. It might be your mother, father, spouse, or sibling but you should have at least one other person in your life that supports your educational goals. This person can help relieve you of some of the other burdens in your life, and is there for your moral support if you ever feel overwhelmed.



Location, location, location. Find a suitable study location without distractions. This means away from the TV and radio. If you must study at home, let others in the house know that you do not want to be interrupted. Libraries are good study locations. If you must conduct study and research on the computer, you need to strictly adhere to a "no-browsing" and "no-chatting" policy.



Utilize a calendar. Include all your commitments on your calendar and write them down as soon as you can. Review your course syllabus at the beginning of the semester. Write down all your course deadlines in your calendar, and break-down the larger assignments into smaller tasks with deadlines. Don't forget to include study time in your calendar. Always take your calendar with you and write down items as soon as you know about them. Review your calendar at the beginning of each day so you have a mental plan of your day's activities.



Find your best study time. Try to study in short blocks. Don't study when you are hungry. Don't plan all your study at the end of the day when you are tired. Study more difficult material first.