

MAXIMIZING YOUR TIME FOR ACADEMIC SUCCESS!

IF YOU ARE DISTRACTED OR BOTHERED BY	THEN PERHAPS YOU SHOULD CONSIDER
<ul style="list-style-type: none"> • Telephone interruptions 	<ul style="list-style-type: none"> • Unplugging your telephone before you study • Setting your answering machine to pick up on the first ring and returning calls at a more convenient time • Simply telling the caller ‘now is not a good time to chat’
<ul style="list-style-type: none"> • Drop-in visitors 	<ul style="list-style-type: none"> • Placing a “Do not disturb sign” on your door • Studying in the library instead of your room
<ul style="list-style-type: none"> • E-mail interruptions 	<ul style="list-style-type: none"> • Choosing a specific time each day to respond to your e-mail (after lunch, during “Friends”) • Turning off the e-mail notification settings on Outlook
<ul style="list-style-type: none"> • Hobbies 	<ul style="list-style-type: none"> • Using your hobbies as rewarding study breaks • Designating one afternoon or day per week to be devoted entirely to your hobby
<ul style="list-style-type: none"> • Inability to say “no” 	<ul style="list-style-type: none"> • Participating in an assertiveness training group at Counseling and Psychological Services • Keeping better track of your commitments so you don’t become over-extended
<ul style="list-style-type: none"> • Socializing 	<ul style="list-style-type: none"> • Meeting your friends in the library for study groups • Meeting your friends for short engagements (at a restaurant for lunch at 11:00 a.m. instead of at a bar for drinks at 11:00 p.m.) • Asking your friends to help keep you on track by not inviting you out when you’re swamped
<ul style="list-style-type: none"> • Errands and shopping 	<ul style="list-style-type: none"> • Keeping a shopping list so you aren’t continually running out of (and out for) things • Enrolling in graduate school, which will dry up your bank account entirely and thus eliminate the problem • Making shopping a necessity and not a social occasion
<ul style="list-style-type: none"> • Meals and snack time 	<ul style="list-style-type: none"> • Keeping a supply of (healthy) snacks available so you’re less tempted to run out for food instead of studying • Eating regular meals instead of grazing all day long

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<ul style="list-style-type: none"> • Perfectionism 	<ul style="list-style-type: none"> • Taking an honest look at your accomplishments and your future. Is there really such a big difference between a 3.7 and a 4.0? • Recognizing that you will need to budget time for yourself as well as your studies. Make it a priority
<ul style="list-style-type: none"> • Family commitments 	<ul style="list-style-type: none"> • Asking for your family's help and understanding in your academic life. They should show that they respect your need for study time by not insisting that you attend every family gathering or spend every weekend helping out with miscellaneous chores • Making a firm commitment to attend important gatherings and events. Give your family a place in your busy schedule and give them the priority they deserve. It's OK to tell your Dad you can't spend the afternoon repairing his computer; it's not OK to miss your brother's wedding
<ul style="list-style-type: none"> • Lack of organization 	<ul style="list-style-type: none"> • Spending an afternoon at Office Depot. Buy a schedule book, a desk organizer, a calendar, and a two-month supply of pens, notebooks, mechanical pencil lead, highlighters and everything else you need to get organized • Making a commitment to stay organized. Write all your assignments and commitments down in your schedule book as soon as you become aware of them
<ul style="list-style-type: none"> • Jumping from task to task 	<ul style="list-style-type: none"> • Setting a timer and forcing yourself to work on the least interesting tasks for at least 15 minutes before switching to something more interesting • Giving yourself a break on this one-as long as everything gets done, switching tasks frequently is a great way to avoid boredom
<ul style="list-style-type: none"> • Surfing the 'Net 	<ul style="list-style-type: none"> • Limiting the amount of time you spend online. Pick up a cheap kitchen timer and set it for an hour. When it beeps, log off • Putting post-it notes along the bottom of your monitor of impending test dates • Taking a simple quiz available at CAPS to determine if Internet addiction is interfering with your life plans • Getting therapy at CAPS if it is a serious problem

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<ul style="list-style-type: none"> • Reading newspapers, magazines, recreational books 	<ul style="list-style-type: none"> • Appreciating the irony that in college you spend endless hours reading and, somehow, never seem to have time to read • Enjoying a good book as a study break or before bed • Getting your news from the Internet or TV while eating breakfast • Canceling subscriptions to those magazines you don't have time to read
<ul style="list-style-type: none"> • Watching TV 	<ul style="list-style-type: none"> • Turning off the TV while studying. • Taping shows to watch later when it won't interrupt your 'awake' time (this also lets you fast-forward through the average 15 minutes of commercials in each hour of television) • Planning to watch specific shows rather than channel-surfing • Taping a note to your remote control that says "There's nothing on worth failing out for"
<ul style="list-style-type: none"> • Relationship commitments 	<ul style="list-style-type: none"> • Enlisting your significant other's help in your academic success • Scheduling some special time for you and your sweetie. Make and keep a dinner date, and (s)he is likely to be understanding that you can't hang out at night when you have a test the next day • Picking a "date night." Pick a night of the week that you can reserve for your significant other, and take that commitment as seriously as you take your relationship. Make it a fun, solo date-quantity time is easy, quality time is not • Getting couples counseling at CAPS if college is straining your relationship
<ul style="list-style-type: none"> • Excessive alcohol or drug use 	<ul style="list-style-type: none"> • Realizing that drug and alcohol abuse are the most common reasons for academic failure and dismissal • Taking a simple quiz available at CAPS to determine if alcohol or drug use is interfering with your life plans • Attending a support group at CAPS • Realizing that every recovering abuser every therapist has ever worked with has said the same thing: "I wish I had admitted I had a problem and gotten help sooner"

<p>IF YOU ARE DISTRACTED OR BOTHERED BY</p>	<p>THEN PERHAPS YOU SHOULD CONSIDER</p>
<ul style="list-style-type: none"> • Lack of motivation 	<ul style="list-style-type: none"> • Reflect on how you are doing emotionally. Feelings of loneliness, depression, alcohol/drug use, relationship problems can deplete your energy level • Take an emotional screener at the CAPS website for instant feedback about these issues • Consult with a psychologist at CAPS to explore these issues • Thinking about changing majors • Talking with your academic advisor about taking a sabbatical • Talking with a friendly CAPS counselor about finding a course of study that might interest you more • Get away from it all for a weekend • Set up a reward system to increase motivation
<ul style="list-style-type: none"> • Running out of time 	<ul style="list-style-type: none"> • Tracking your time for a week or so. Write down everything you do and how long you do it for. It might sound silly, but you'd be surprised how much you can learn • Planning your work. Divide the amount of work needed by the amount of time remaining. Then, make a choice: study 15 pages a day from now until the test next week, or study 150 pages between now and the test tomorrow • Taking a realistic look at your life. Have you accepted too many commitments? Do you need to reduce your credit load or extra-curricular activities? Or are you just blowing off your work?
<ul style="list-style-type: none"> • Chatting on-line 	<ul style="list-style-type: none"> • Disabling the automatic login on your messenger • Keeping in touch with e-mails or phone calls, which are both likely to be briefer than o/l chats • Resisting the urge to chat as a study break. Don't even log in to see who's on-line • Removing the messenger service from your computer entirely

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<ul style="list-style-type: none"> • Never sleeping well, always feeling tired 	<ul style="list-style-type: none"> • Swearing off coffee after lunch so you can get a good night's sleep • Getting daily exercise • Taking study breaks to move around and get a little fresh air • Making sure you're eating a balanced diet (note: one Twinkie in each hand does not constitute a balanced diet) • Making a good night's sleep a priority. Studies show that getting to bed before midnight is the single best way to do this • Taking a nap. Studies indicate that the best time for naps is late afternoon before dinner, and that the optimum 'nap-time' is about an hour. Less sleep won't refresh you for very long, more will make you feel groggy
<ul style="list-style-type: none"> • Feeling worked to death 	<ul style="list-style-type: none"> • Reducing your credit load • Talking with your academic advisor about going to school part-time • Breaking down large tasks into manageable chunks • Taking a deep breath and remembering why you're doing this
<ul style="list-style-type: none"> • Feeling like you'll never make it 	<ul style="list-style-type: none"> • Having a little faith in yourself. You made it this far • Doing that little thing that always makes you feel good. (I take my dog jogging on the beach) • Analyzing your fear. If it's rational, perhaps now is the time to talk to your academic advisor • Remembering that we're always here for you at CAPS

Access the CAPS website at www.fit.edu/caps/ for additional academic success resources or contact CAPS at 674-8050 and/or the Academic Support Center at 674-7110