

Manage Your Time

Good organizational and time management skills are key to being successful at the University of Arkansas. The E. L. C. website has a number of tools and strategies that can help you increase your productivity and maximize your experience as a student. We suggest that you explore these strategies and tools to find the ones that work for you.



To help you get started, we would suggest the following steps and strategies as an effective starting point:

Steps to Get Started	Beginning Tools & Strategies
<p>1 Understand Your Challenges</p>	<p><i>Academic Success Self-Assessment (CLASS Learning Tool)</i> <i>How do I set and achieve my goals?</i></p>
<p>2 Understand Your Time Demands</p>	<p><i>What can I do to manage my time better? (E. L. C. Learning Tool)</i> <i>My 168 Hour Time Log (Learning Tool)</i> <i>My To Do List (CLASS Learning Tool)</i> <i>Where is my time going?</i></p>
<p>3 Develop Your Plan</p>	<p><i>My Learning Plan Instructions</i> <i>My Learning Plan (CLASS Learning Tool)</i> <i>My Weekly Learning Calendar (CLASS Learning Tool)</i></p>
<p>4 Identify the Organizational & Time Management Skills You Will Use</p>	<p><i>How do I read my textbooks effectively & efficiently?</i> <i>The Study Cycle (CLASS Learning Tool)</i> <i>Tools for Effective Study (CLASS Learning Tool)</i> <i>Understanding Your Syllabus (CLASS Learning Tool)</i></p>
<p>5 Start to use Creative and Efficient Study Strategies</p>	<p><i>How do I find the main idea from my textbook?</i> <i>Tools for Effective Study (CLASS Learning Tool)</i> <i>How do I study at the level my professor expects?</i> <i>Bloom's Taxonomy of Learning (CLASS Learning Tool)</i></p>

Work is hard. Distractions are plentiful. And time is short.
Adam Hochschild, Historian & Author