Spend Time Planning
Catholic University college courses require a change toward a more mature lifestyle where it is up to you to get things done without prompting from parents or friends. You have to take control and become "captain of your own ship." Many students like to lay out the semester’s assignments and exams on a calendar and use a day planner to organize the week. Organize the week on a Sunday night in a way that makes sense to you. Planning gets you started, prevents avoidance of disliked subjects, and makes studying more enjoyable if not always done under the pressure of an exam or deadline.

Set Semester Goals
What do you want to have accomplished by the end of this semester? High grades that open the door to Law School, a new skill, more involvement in student activities? Set goals which are specific, measurable, realistic and achievable. Your optimum goals are those which cause you to "stretch" but not "break" as you strive for achievement.

Prioritize
Time spent to raise a D in Chemistry to C, makes more sense than equal time to raise a B to a B+ in another class. The trick to prioritizing is to isolate and identify that activity that gives you the best return. Once identified, prioritize time to concentrate your work on those items with the greatest reward. Flagging items with a deadline is another idea for helping you stick to your priorities.

Use a To Do List
Some students thrive using a daily To Do list which they construct the last thing in the day or first thing in the morning. Such people may combine a To Do list with a calendar or schedule. Others prefer a "running" To Do list which is continuously being updated. Experiment and find what works best for you.

Be Flexible
For those courses that are difficult, that you dislike, or in which you are starting to get behind, you may want to set up a fixed time to study. Allow time for interruptions and distractions. Try to get more done during daylight hours.

Consider Your Biological Prime Time
That's the time of day when you are at your best. Are you a "morning person," a "night owl," or a late afternoon "whiz?" Match your prime time to your most difficult tasks like Math, instead of wasting it on some easy task like doing your laundry.

Eliminate the Urgent
Don’t start an important paper or project the night before it is due. Plan to leave yourself enough time for revisions, feedback, or a visit to the Writing Center.

Delegate and Eliminate
Eliminate from your routine those tasks which do not have important consequences for you. Can you delegate or eliminate any of your To Do list? Work on those tasks which you alone can do, and enlist others to help with student organization responsibilities and duties.

Avoid Being a Perfectionist
When writing a paper, for example, it is more important to finish than worry about each sentence being perfect. Get the job done and you can revise later. Yes, some things need to be closer to perfect than others, but perfectionism, paying unnecessary attention to detail, can be a form of procrastination.

Conquer Procrastination
One technique is to just take a little slice of a big project like a term paper. When you are avoiding something, break it into smaller tasks and do just one of the smaller tasks, like seeing what research articles are available. By breaking the ice you overcome inertia; eventually you'll reach a point where you'll want to finish.
Learn To Say "No"
“No, I can’t play basketball now, it is my Physics study time, but I can play later.” Such a small word — and so hard to say. Focusing on your goals may help. But first you must be convinced that you and your priorities are important — that seems to be the hardest part in learning to say "no." Once convinced of their importance, saying "no" to the less important in life gets easier.

Reward Yourself
For example, record a favorite TV show, and only let yourself watch it when your finish your Theology reading. Promise yourself a reward for completing each task, or finishing the total job. Rewards can make getting on task easier.

More Information
Please stop by the Center for Academic Success in Pryzbyla Center 201 or call us at (202) 319 – 5655.

References