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Once you've scheduled fixed blocks of time, then you can see what you have left; how you use that available time should be a matter of careful thought and planning. Also, note that optimum efficiency is often reached by planning in blocks of one hour: fifty minutes to study and ten minutes for a break, for example.

Start by allowing two hours for every hour in class, but adjust the hours according to your experience. Also, begin tracking how long it takes to do particular kinds of studying. How long does it take to read ten pages of your biology book? To answer ten math problems? To read a twenty-page short story for literature?

For more information on time management and to develop a personalized plan, visit an [academic coach](#). All appointments are available in-person at the Student Success Center, located in the Library, or online.