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Time Management Basics



Chop It Up



- Chop up your large assignments, projects, and study time into smaller tasks.
- Focus on one task at a time.
- Write it down and cross them off as you go!



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15 Minute Rule



- People are notoriously bad at estimating their time - they either overestimate or underestimate (usually both).
- Set a timer for fifteen minutes and focus all of your attention towards one singular task.
- Take note how much you can accomplish in this amount of time.
- Repeat as needed.



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Pomodoro Method



- It is difficult for humans to hold their attention for longer than 25 minutes.
- Work completely focused and undistracted for 25 minutes.
- Take a 10 minute break - give into those distractions - but set a timer.
- Repeat 4 times, then take an extended break.



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Avoid Distractions



- Silence your phone and notifications. Put your phone in another location. Out of sight, out of mind.
- Find a quiet place to go to class and to study that is free of visual clutter and distractions.
- Do you work well with ambient noise? Download a free ambient noise app, set a YouTube video, or play classical music.
- If you find something new to distract you - squash it - and return to it later as a reward.



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Make It A Game



- Identify all tasks or assignments needed to complete your week/month.
- Assign points to each task.
- Keep score.
- Reward yourself for earning points.
For example:
 - 100 points: Free Day
 - 500 points: Watch a Movie
 - 1000 points: New Clothes



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