Tips on Time Management by Joe Landsberger

Developing time management skills is a journey that may begin with this Guide, but needs practice and other guidance along the way. One goal is to help you become aware of how you use your time as one resource in organizing, prioritizing, and succeeding in your studies in the context of competing activities of friends, work, family, etc.

**Strategies on using time:**

**School term/semester overview: develop, or plan for, blocks of study time**

About 50 minutes? How long does it take for you to become restless? Some learners need more frequent breaks for a variety of reasons. Place blocks of time when you are most productive, as morning person or night owl!

**Develop alternative study places**

The new outreach program involves faculty services. Duquesne professors are asked to make referral as soon as PA Acts students show signs of academic difficulty. By making immediate contact with the PA Acts program, students and professors are able to address the problem before it becomes too large to solve. PA Acts requires that instructor submit referrals through the University’s online system.

**Develop alternative study places free from distractions to maximize concentration.**

Use your “free” time wisely. Think of times when you can study “bits” as when walking, riding the bus, etc. Review notes and readings just before class. Review lecture material immediately after class. (Forgetting is greatest within 24 hours without review.)

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TIPS FOR TERRIFIC TEST TAKING

by Joe Landersberger

W hen you take a test, you are demonstrating your ability to understand course material or perform certain tasks. Successful test taking avoids carelessness. These suggestions may help you avoid careless errors!

Prepare:

Analyze how you did on a similar test in the past
Review your previous tests, and sample tests, especially when studying for the final exam. Each test prepares you for the next: the more tests you take, the better you will develop your test taking strategies.

Arrive early for tests
Before a test, list everything you will need for it that is allowed. (pencils, pens, calculator, dictionary, watch, etc.)

Good preparation helps you focus on the task at hand
Be comfortable but alert
Choose a good spot in the room and make sure you have enough space to work. Maintain comfortable posture in your seat, but don’t “slouch”

Stay relaxed and confident
Keep a good attitude
Remind yourself that you are well-prepared and are going to do well. If you find yourself anxious, take several slow, deep breaths to relax

Don’t talk about the test to other students just before entering the room: their anxiety can be contagious

Review:

Resist the urge to leave as soon as you have completed all the items
Review your test to make sure that you have answered all questions

1. Have answered all questions

2. Did not miss-mark answers

3. Did not make simple mistakes

Proofread spelling, grammar, punctuation, and capitalization
Change answers to questions if you made a mistake, or misread the question

With objective tests, first eliminate those answers you know to be wrong, or are likely to be wrong, don’t seem to fit, or where both options are so similar as to be both incorrect
With essay questions, broadly outline your answer and sequence of the order of your points.

Test Taking:

Read the directions carefully
This may be obvious, but it will help you avoid careless errors

1. Then difficult questions or those with the most point value

2. With objective tests, first eliminate those answers you know to be wrong, or are likely to be wrong, don’t seem to fit, or where both options are so similar as to be both incorrect

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