The Pomodoro Method is a self-management technique that encourages you to work with the time you have, rather than against it.

How To:
Break your work load into 25-minute chunks, each separated by 5-minute breaks. These 25-minute intervals are referred to as "pomodoros." After 3-4 pomodoros, take a longer break of 15-20 minutes. Repeat as necessary. Adapt the technique so that it fits your learning style, energy level, and capacity to focus.