Self-Management Hints

Daily Schedules, Academic Planners, and the Student Handbook
There are a variety of styles and strategies of ways to organize and plan your schedule. Registration deadlines and critical (drop and add dates, refund, etc.) so your Student Handbook is a useful way to track important dates and deadlines in the term. You may decide that your Google calendar (pdx.edu) works better for you because you can easily access important dates, deadlines and information through a variety of devices.

Be sure to include important academic deadlines, class times, course work due dates, work, activities/clubs, travel, appointments for health/well-being, childcare, meal times, etc. Then block in your study time. Use the Study Hour Formula on the previous page so you will be able to calculate how much time is needed to study for each course.

Avoid scheduling classes without breaks between each class. Use this valuable time between class to review class notes, travel between campus locations, and refueling. Don’t forget to schedule in a 10-minute study break for each hour of study.

Be realistic with how many courses to enroll in; every student is different, but on average, a full-time PSU student should average 15 credit hours per term in order to graduate in four years.

Learn to Say No
Learning how to politely say no can be a powerful skill. Being aware of your schedule and setting firm boundaries can save you and others a lot of time and worry. Saying no allows you to prioritize and manage your schedule and frees up time for essential tasks. Saying no is not rude if your best interest is at heart.

Learn to Prioritize
Prioritizing your deadlines and activities is critical to being successful in college. Don’t be a procrastinator. A “To-do” list is a good way to determine the order of importance of tasks. Try the ABC Method. Items in area A are the most critical and most urgent. Area B items need completion within a week. Area C items can wait a few weeks to a month. Experiment and develop your own method; just be sure to stick with it.

Set SMART Goals Each Term
A SMART Goal is Specific, Measurable, Achievable, Realistic, and Timely. Setting long-term and short-term goals are keys to success in college. If your long-term goal is to attend medical school, you will need to achieve, measureable short-term goals along the way to celebrate your accomplishments. This strategy will also keep you motivated during your journey.

Combine Several Activities
Maximize the time you have by combining several activities. Complete reading assignments commuting to/from PSU on TriMet. Try reading assignments while on the elliptical machine at the Rec Center. There are many time savers such as these, be creative!