

HOW TO:

Budget Time



The demands of university require the ability to budget time and the willingness to stick to a schedule. Setting up a planned study system is not complicated. You may actually discover blocks of time that had just disappeared before you became time-conscious. Base your budget on the following principles:

BASICS:

The idea that you should set aside two hours of work for each hour spent in the classroom is limiting. Some courses may require more time than others. You must adjust your study schedule to the nature of the course and how well you do in it.

PREPARATION:

This involves reading assignments, doing library work, solving problems, and writing papers.

REVIEWING:

This includes going over material covered in class, clarifying lecture notes, and making sense of the new principles, ideas or vocabulary introduced that day.

USE THESE SUGGESTIONS AS A GUIDE:

- For “recitation” subjects, language, math, or any course where the instructor calls on students for answers, it’s best to study immediately before the class.
- For lecture-type courses, it’s a good idea to look over your old notes before the class, restate or reorganize your notes, and review the material after class.
- Take advantage of short periods of time.
- If you have a really long block of time, break it up. Work on two or three subjects.

The two types of reviewing:

1. Set aside a 10-minute period each day for reviewing the subject matter covered in each class.
2. Set up a weekly review period on one day of the week to go over the ideas presented in each subject during the week.

CONCLUSION:

Be sure to provide for enough sleep, physical activity, and relaxation. Controlling your time is a must, but your schedule must be practical too. A good idea for any schedule is making time for good breaks: watching a television show, or light reading.

Created by: Asha Snow for the Learning Centre 2026
gcstudentservices@mun.ca