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Managing your **TIME**



QUESTIONS: Are you feeling that you are smarter than your grades are demonstrating? Do you feel frustrated or overwhelmed sometimes with all the work you need to get done? Are you missing assignments? Have missed deadlines caused you to lose points? Is **PROCRASTINATION** causing you to fail in your courses?

Here are some important tools for success, reducing stress, feeling confident in your classes, and boosting your control over your courses.

SEMESTER PLANNER

BEFORE CLASSES EVEN BEGIN.....PRINT OUT every Syllabus. Yes, I believe printing it out is a BIG help. Go through EACH Syllabus and highlight policies for that course, such as attendance, make up work, missed deadlines, extra credit, grading policy and expectations. Learning that you had weekly quizzes on a textbook link AT the end of the semester can be fatal!

Some ideas for your **SEMESTER PLANNER** might be digital, online, or laminated calendar on your wall. Find one that **YOU WILL USE!** That is the key. It is very helpful if while you are writing all your assignments, exams and projects into a planner you also put items into your **PHONE** calendar. We tend to have our phones with us all the time so a **“day before” reminder** could be very helpful!

WEEKLY STUDY PLANNER You’ve heard people say “treat school like a full time job”. There really is no truer statement. If you think of yourself as an Entrepreneur and your business is a university student, you are in the right mind set!

If you **PLAN** your weekdays as though you are running a business you will find that you are going to class, preparing for your courses, getting work completed on time (or early!) **AND** you will have more **FREE TIME**, less stress and a whole lot less guilt! What do you think...worth a try?

TIPS-

Keep things consistent M-F. Things will become easier when you are making habits!

NEVER leave campus once you have come to your “office”! What a waste of time going back and forth **PLUS** you set yourself up for greater temptation to not return!

STEPS

Here’s how to get organized. Use the blank Weekly Planner. Notice it is front and back (24 hrs).

1. Block out each of your class times. Even online class times. The bonus of online is that YOU can choose WHEN to plan your online class time..CAUTION, if you fail to PLAN and COMMIT the time, you may be devastated with the results!
2. Look at your earliest class time. Now, ask yourself “What time do I have to **wake up** to get to that class? THIS DETERMINES your Monday through Friday “wake up” time. Set one alarm and get in the habit of waking up at that time every weekday! Just like you did all the way through public school!
3. NOW that you have your wake-up time set for the week, count backwards **8-9 hrs** to determine your “**going to sleep**” time. Remember, your brain uses sleep to store new information so if you are not getting enough healthy sleep, you may struggle with recall! Not to mention, your **immune system** gets weaker!
4. Here’s the trick to destressing your life and building success....PLAN 45 minutes every day to STUDY every class! Since you are not leaving campus, you can study in between your classes! You would be surprised how many blocks of time you waste during your day. Commit to the study time.
5. ONCE you have planned your class time, your study time NOW...you can go “home” and no matter what comes up or who comes over or what life happens....you are already done for the day and you are on top of your coursework!

I told you...you become a much stronger student, you reduce your stress drastically, you always are on top of your coursework, you have more FUN without the GUILT!!

What do you think? Is it worth getting more organized, more disciplined so you have more success and more truly guilt free fun time?

WE ARE HERE TO HELP SO IF CREATING A WEEKLY STUDY PLANNER WOULD BE HELPFUL FOR YOU, PLEASE EMAIL US AND LET’S WORK TOGETHER TO HELP YOU GET ORGANIZED AND FIND YOUR SUCCESS PATH!

WEEKLY STUDY PLANNER

(TIME)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 PM							
10:30 PM							
11:00 PM							
11:30 PM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							

(TIME)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
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9:00 PM							
9:30 PM							
10:00 PM							
11:00 PM							
12:00 AM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							

EXAMPLE

Weekly Study Planner

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
My "Office Hours"	6AM	Sleep						
	7AM							
	8AM	Wake Up, Eat, Get Dressed & GO!						
	9AM	On Campus						
	10AM	Class 1	Study Class 1 (45 Min) Mental Break (5 Min)	Class 1	Study Class 1 (45 Min) Mental Break (5 Min)	Class 1		
	11AM	Lunch	Class 3	Lunch	Class 3	Lunch		
	12PM	Class 2	Lunch	Class 2	Lunch	Class 2		
	1PM	Study Class 1 (45 Min) Mental Break (5 Min)	Study Class 2 (45 Min) Mental Break (5 Min)	Study Class 1 (45 Min) Mental Break (5 Min)	Study Class 2 (45 Min) Mental Break (5 Min)	Study Class 1 (45 Min) Mental Break (5 Min)		
	2PM	Study Class 2 (45 Min)	Class 4	Study Class 2 (45 Min)	Class 4	Study Class 2 (45 Min)		
	3PM	Movement Break (10-15 Min)						
	4PM	Study Class 3 (45 Min)	Study Class 3 (45 Min)	Study Class 3 (45 Min)	Study Class 3 (45 Min)	Study Class 3 (45 Min)		
	5PM	Mental Break (5 Min)						
	5:30PM	Study Class 4 (45 Min)	Study Class 4 (45 Min)	Study Class 4 (45 Min)	Study Class 4 (45 Min)	Study Class 4 (45 Min)		
	6PM							
	6:30PM							
	7PM							
	7:30PM							
	8PM							
	8:30PM							
	9PM							
	9:30PM							
	10PM	Wind Down						
	11PM							
	12AM	Sleep					Sleep	
	1AM							
	2AM							
	3AM							
	4AM							
	5AM							



Test Taking Tips and Test **ANXIETY**!

Test Anxiety is real but.....it is NOT genetic! In other words, **YOU** can learn to control your anxiety.

There are several **reasons** that students might experience anxiety:

- you had a negative experience with testing in the past
- you **KNOW** you have not adequately prepared for the exam
- you have placed a high importance on the outcome of the exam

Here are some helpful tips to preparing well:

*Set up an **appointment with your instructor** to go over your graded exam(s). Let them guide you in ways to improve your study efforts. The focus for you is not to debate the grade but to seek how to improve the next time. Ask yourself, **“HOW did I miss that answer?”** Often the instructor can quickly see errors or gaps in your learning. This is a **BIG pay off!!**

*Be sure that you begin preparing for your exams at least a week prior to the exam date.

* Two days prior to the exam, find someone (best if it is a classmate) that can “drill” you over the information. **“IF YOU CAN TEACH IT, YOU KNOW IT”!** Practice putting information in your own words.

*It is your responsibility to **KNOW** how you will be evaluated so **ASK** your instructor.

- Be sure you know the exam **FORMAT**: online, in class, on paper, Scantron, Blue Book, etc

- You also need to know what **TYPES** of questions: T/F, Multiple Choice, Essay

- It is appropriate to set up an appointment with your **instructor** and ask, “What areas should I focus on?” “Are there areas of information that I should emphasize in my studies?”

- Do not expect a “cut and paste” exam. Instructors will seek to discover your **UNDERSTANDING** of the material, not the textbook answers you had on a review sheet.

- Here’s a little trick...change the name from **TEST to Worksheet** in your mind! I’ve even had students literally mark through the title TEST and write WORKSHEET. Trust me, the instructor could care less!

*Read through notes, textbooks and other study tools **EVERY DAY**. Memory is not the problem, **RECALL** and **KNOWING** is the goal. Your brain is not a POWER TOOL so you cannot just think “this is important, I need to know it” and have your brain give it value. You **MUST** go over and over information for recall.

WHAT CAUSES TEST ANXIETY AND HOW CAN I MANAGE IT?

When you walk into a testing situation and you feel your heart rate increase, your hands are sweaty, you feel short of breathe and you cannot remember anything you learned....you may be experiencing **TEST ANXIETY**.

Test anxiety is your body's **BIOLOGICAL** response to danger. Your mind believes you are in danger (even if it is emotional danger) so your body responds with a "fight or flight" response. That means your body is preparing to fight or *RUN!* Blood vessels in your body send blood to your heart, lungs, arms and legs preparing you to *RUN* in that state, blood flow to your brain is constricted. You do not need to think to *RUN!* That is why once you walk out of a testing environment, you suddenly recall the information you had forgotten.

HOW DO YOU FIX THIS?

THOUGHTS- You must control your THOUGHTS. If you are telling yourself "I'm going to fail this test. I hate test, I never do well on them. I did not study enough for this test." Then your body will respond to the danger in your thoughts. So, start by telling yourself that you are prepared, you know the material, you have been going to class and you feel comfortable with your understanding and just positive thoughts and encouragement.

PHYSICAL RELAXATION- Take in deep breaths and let them out slowly, stretch, walk outside and breath, listen to calming music, exercise (burning up adrenaline helps the body reduce the muscle tension) and push your hands and feet against the desk and floor.

OVER PREPARE-Over prepare so that you are confident that you KNOW the material.

TALK WITH YOUR INSTRUCTOR-*Talking with your instructor* may open opportunities to relocate your seating on exam day. You may find that sitting in the front corners, away from an aisle, can be helpful to eliminate distractions. Turn your chair towards the wall so you cannot see students moving around. Other students may find that sitting at the end of the back row, facing the wall, might help eliminate anxiety about others finishing the exam faster than you. Ask if you can wear ear plugs or listen to "white noise" to drown out noises.

MEET WITH STUDENT DISABILITY SERVICES- this office might be a great resource for you. If you are eligible you could request isolated testing, exams being given orally, extended testing time and other support services.

DAY BEFORE THE TEST

-Take some time to go over Test Day instructions. Be sure you know the date and time, location, buy any materials you might need (pencils, Scantron, Blue Book, calculator, book or notes).

-Eat a healthy balanced meal and avoid any alcohol or other drugs. You want your brain to be "detoxed" and ready to work well.

-Stop studying an hour before bedtime. Give your brain something else to do..listen to music, leisurely reading or exercise.

-Get a full 8 hrs of sleep!

DAY OF THE TEST

-Wake up at least **1 hour before** the test.

-**Eat** something light but protein based (a protein bar, smoothie, peanut butter on a bagel)

-**Arrive early**-nothing builds anxiety like going to the wrong room or being late and missing the instructions or WORSE...being rejected at the door!

-Once you have marked your seat, you may want to **leave**. Go to the restroom, get a drink, take a brisk walk outside and BREATHE! Do some meditation and positive self-talk. Release the muscle tension and calm your heart rate and BREATHE!

-Sitting in the testing room prior to the exam being handed out, is full of anxious causing activity. People discussing the material can cause you to panic. Students discussing the amount of time they spent preparing, etc. Just remember, you have been studying for this exam with every class you attended, you have done the assignments, you have reviewed daily over the past weeks and months....**don't listen** to these discussions.

WHEN YOU GET THE ~~TEST~~ WORKSHEET!

PREPARE

DUMP IF PERMITTED....**Dump!** Find a clear space on the answer sheet where you can add all your data that you don't want to forget. You know that stuff you are afraid you will forget!

SKIM **Skim through the entire test.** REMEMBER, when you are anxious, blood flow to your brain may be slow to flow. Usually when you read the first question, you do not know the answer. Guess what that does....you got it, cause more anxiety! Give your body a chance to relax. When you skim through you will see items that are familiar which automatically will cause your confidence to improve and your brain to begin making those needed connections.

NAME **Write your name on the test.** You would be surprised at how many students forget this detail trying to *dump* information, so they don't forget! Plus, this will give your brain time to kick in!

DUMP **DUMP again.** As you skimmed through the test you probably triggered some recall so take a minute and dump that recall.

BREATH **NOW, take a couple of deep slow breaths and begin!**

BEGIN

READ each question carefully once.

RE-READ slowly read the question again breaking it into sections so you connect with each part of the question.

ANSWER answer the question *in your head BEFORE* you look at the answers. Remember, the confusion is in the answers not the questions!

ANYTIME YOU BEGIN TO GO "BLANK"....STOP, BREATH AND REFOCUS. WATCH YOUR SELF TALK AND YAWN (IT WORKS!)

Test Taking Strategies

DISCLAIMMER: There are not “tricks” that will take the place of learning the material. There is a difference between memorizing answers and KNOWING/UNDERSTANDING the material so FIRST STEP....truly LEARN the material. HERE’S HOW...Never miss class, listen to lectures and write down ONLY the material that YOU believe is important, go over notes every day. Even if you are just skimming through your notes multiple times, your brain will learn the material!

MULTIPLE CHOICE

- Read the question twice. The second time you re-read the question, break the question into sections so that your brain can be sure to locate the information being sought.
- ANSWER each question in your head BEFORE you look at the answers! The answers are where the confusion begins, so use your memory to identify the answer first.
- Read all possible answers first before selecting one.
- When you put the answer with the question, does it fit?
- Eliminate any incorrect answers. When two answers are similar, usually one of these is the correct one.

TRUE AND FALSE

- Separate the statement into grammatical parts, phrases or clauses and then test each part. If ANY part is false, the entire statement is false.
- Look for qualifiers: all, none, most, sometimes, never, always or rarely. Tis generally indicates a FALSE statement.
- Find the DEVIL in the details! Double check each fact, date, name and number.
- Watch for negatives like “not or cannot”. Read the statement without these words and see if it makes sense.

SHORT-ANSWER/FILL-IN-THE-BLANK TEST

- Concentrate on key words and facts.
- OVERLEARN...KNOW THE MATERIAL INSIDE AND OUT. Flash cards are great tools for dates, names, titles or terms.

MATCHING TEST

- Read through each column, starting with the one that has fewer items, look for more than one match in the longer list.
- Look for items with similar wording and make special notes of the differences.
- Match verbs with verbs and nouns with nouns.
- When matching words or phrases they should make grammatical sense and logically fit.

ESSAY TEST Managing your time is key: shorter answers and complete all the questions.

- Understand precisely what is being asked.
- Make an outline in the margin BEFORE you start writing. It will help you stay on track and the instructor will be able to see your knowledge of the material.
- Get to the point. Rambling may be your way of “fluffing up” but instructors will see right through the fluff!
- Write legibly. Instructors will get frustrated and quit trying to decipher your answers.

******Always meet with your instructor AFTER each test. This is the best tool you will have to help you improve your preparation for the next test. Understanding WHY you missed the correct answer is VERY important!**

YOUTUBE RESOURCES

Studying & Memory

How does your memory work? | Head Squeeze:

<https://www.youtube.com/watch?v=TUoJc0NPajQ>

Channel: BBC Earth Lab

How to Memorize Fast & Easily:

<https://www.youtube.com/watch?v=0nFkQ4cQhME>

Channel: Memorize Academy

How to Remember Things | Jim Kwik:

<https://www.youtube.com/watch?v=Y7m59wRKXe4>

Channel: Jim Kwik

How to Make a Final Exam Study Schedule – College Info Geek

<https://youtu.be/CUbeQ7Q3s2Q?si=k8yjHsHX63ycjN6e>

Channel: Thomas Frank

Two 2-Minute Rules to Beat Procrastination (in 2 minutes)

https://youtu.be/0CmtDk-joT4?si=_yryRebVFe5JwzJg

Channel: Cajun Koi Academy

When You Just CAN'T Motivate Yourself to Study, Consider This – College Info Geek:

<https://youtu.be/OO2ajzXu-Wg?si=ANvu9CIL0kJV80k>

Channel: Thomas Frank

How to Study & Do Homework in a Time Crunch – College Info Geek

https://youtu.be/ib98J80AUNs?si=_IY_4gYK1twqIFK

Channel: Thomas Frank

Test Anxiety

Test Anxiety: Crash Course Study Skills #8:

<https://youtu.be/t-9cqaRJMP4?si=SUG3Fw9PEjBLCWf5>

Channel: CrashCourse; hosted by Thomas Frank

How to Beat Test Anxiety and Take on Exams without Stress:

<https://youtu.be/fHfHSq7PVDU?si=bGoHlYoRcmtfnt3g>

Channel: Thomas Frank

4-7-8 Breathing Exercise:

<https://youtu.be/N02BnHwS5FE?si=f4XPBOvREZ40H5kK>

Channel: Creative Mindfulness Animation

How to Overcome Test Anxiety:

https://youtu.be/4PgEllewf7Y?si=OnQf_DGPRi2qwDXG

Channel: Antonio J. Webb, M.D.

7 Tips To Beat Exam Anxiety:

<https://youtu.be/FyBdA61GmJ0?si=Ha0sChHKodHAN4Ae>

Channel: Greg and Mitch

Wellbeing

Tips for Managing Stress:

<https://youtu.be/Wh5HyJ1rxzk?si=hCkRk8rQiOoXXZhF>

Channel: Mind, the mental health charity

Conquering exam stress: lessons from our bodies

https://youtu.be/-RZ86OB9hw4?si=kfIYF_oCoclKs05H

The Physiological Society

How to Deal with Student Burnout – College Info Geek:

https://youtu.be/qd_mRapoPtg?si=cjIWRJf5PL2VMRQA

Channel: Thomas Frank

Exercises to help ease anxiety:

<https://youtu.be/-uePb1yMXcE?si=01D6Rm80M5sdfxcg>

Channel: OpenUp

Fight Depression and Burnout in 2 Minutes a Day: 3 Good Things Activity:

<https://youtu.be/sWfNosruPPw?si=UKdkst9vdjdwnNRv>

Channel: Therapy in a Nutshell

Rest & Relaxation

Proven Sleep Tips | How to Fall Asleep Faster:

<https://youtu.be/YvqeWcPwd2o?si=WbmOQMVEYCCiahOW>

Channel: Doctor Mike

How to Fall Asleep in 2 Minutes (Military Technique)

<https://youtu.be/zpBj5Z1TbyU?si=nZW1wYVHM5S-0Im5>

Channel: Justin Agustin

Native American Flutes and Rain – Music for Sleep, Relaxation or Meditation:

<https://www.youtube.com/live/QCT3WcUPPmI?si=BZHQHf2mOBMb1m5D>

Channel: 24Relax

1 Hour Satisfying Soap Crushing Videos – Relaxing Soap Cutting ASMR for Sleep:

<https://youtu.be/J9dvPQuHz-I?si=l45xi7PdKeo2sptG>

Channel: SatisVid

Rainy Night Walk in New York – Relaxing Rain Walking Tour 4k:

<https://youtu.be/3g5oUmPygTI?si=KWRcBESxWyUPuc9q>

Channel: Strolling The City

Budgeting/Finances

Budgeting:

<https://youtu.be/6lb-bdko5cE?si=uDxr8DxWo9w4Ctzc>

Channel: Federal Student Aid

How to Make Your First Budget (At Any Income):

<https://youtu.be/7GSGA8SVsOs?si=YINMqYx6NNFm8Dj2>

Channel: The Financial Diet (This video can be found in the series below)

The College Student's Guide to Money:

https://youtube.com/playlist?list=PLD30V46E07RQJTnOJ4XhqulajUOxyHL_u&si=3Xflg1OtkQ5jfDvg

Channel: The Financial Diet

Jobs & Career

On Campus Jobs | Texas Tech Vlog Squad:

<https://youtu.be/zHNt1thW6Kw?si=9-ir7rkjd5OqI1tQ>

Channel: Student Engagement | Texas Tech University

The Fantasy, The Ideal, and The Reality of Career Exploration:

<https://youtu.be/d-DoNgtfNcc?si=H-y8yTkV9c7T67yu>

Channel: UCSF MIND

Mastering Interviews: Wednesday Wisdom with Ashley Penner, M.Ed., LPC:

<https://www.youtube.com/watch?v=G8OdIKXXHGw>

Channel: Texas Tech University Career Center

How To Create Your 30 Second Elevator Pitch! | The Intern Queen:

https://youtu.be/Lb0Yz_5ZYzl?si=zpOtDw2glhdB4WWs

Channel: Lauren Berger
