

Managing your time during Medical School and beyond...

This document can be found electronically at

<https://bridges2tech.wordpress.com/>

One of the biggest challenges is balancing extracurricular activities, a job and free time with study time.

To be as productive as possible, Time Management requires for you to:

- Identify your obligations
- Prioritize them/consider their importance
- Make intentional choices in scheduling how you spend your time

How does your study time fit within the context of competing activities such as friends, work and family? Many things distract us. We think we are studying for an hour but truth be told we spent 10 minutes checking our phone, 10 minutes looking at emails, and another five minutes just thinking about other things.

1. Make a schedule, so you know how you spend your time. Develop a semester calendar of important dates including mid-term and final exams, holidays as well as important social and family commitments. Each week, create a daily schedule that includes sleep, classes, study time, as well as personal and relaxation time.

Be aware of upcoming exams, so you can schedule review sessions a week or so prior to the test. Specify the particular course and the work you will complete.

2. If you are not getting through all your class material, maybe it is time to reassess and determine what needs to be changed about your schedule.
 - Are you being realistic about how long it may take you to read, take notes or summarize material?
 - Did you leave time to actually study the material?
 - How long does it take for you to become restless? Some learners need more frequent breaks for a variety of reasons
 - More difficult material may also require more frequent breaks
 - *Place blocks of time for studying when you are most productive. Are you a morning person or a night owl?*
 - Prioritize assignments and reach for your worst subject at your best time of the day.
 - Postpone tasks or routines that can be put off until school work is finished. That means turn off your phone (not just vibrate) as well as your computer

Some resources to help you study and manage time:

The 55 Best Free Education Apps For iPad

TeachThought.com



<http://www.teachthought.com/apps-2/the-55-best-best-free-education-apps-for-ipad/>

Other student apps

<http://blog.laptopmag.com/best-student-apps>

<http://internetmedicine.com/2013/04/06/top-10-iphone-apps-every-medical-student-must-have/>

Study skills

https://meded.ucsd.edu/index.cfm/ugme/oess/study_skills_and_exam_strategies/how_to_study_actively/

<http://wellnessrounds.org/2011/07/25/starting-medical-school-strategies-for-studying/>