1. Write everything down.
   - Have, maintain, and use a planner or datebook to indicate when major projects will be due, exams will be given, and events will be held. Copy important deadlines (tests, papers due) into your date book from your syllabi.
   - Consolidate information into your date book. Six lists mean six pieces of paper to keep track of. One list is easier.
   - Write down “start dates” for any project that’s due beyond a week.

2. Build your schedule around classes & meals.
   - Use big chunks of time for immersion.
   - Use small bits of time between classes and meetings effectively. In fifteen minutes you can review, edit, and revise your notes from a recent lecture.
   - Use small bits of time to complete parts of larger tasks – in 30 minutes you can’t do a lit review, but you can generate library call numbers.

3. Create routines.
   - Take time each week to plan what’s coming up and map out time for assignments, projects, errands, etc. Ask yourself, "What are my goals for the week?"
   - Handle each piece of paper once. Stop shuffling paper from one pile to the next. Make a decision about what to do with the paper and do it.

4. Find your best time/place for concentration.
   - Build rewards into your schedule. Four hours of solid studying followed by a half-hour phone call to your best friend is more productive than four mediocre hours of study interspersed with phone calls.
   - Take time for yourself: exercise, cultural activities, relationships, and sleep.
   - Learn to say "No!" to distractions, after you have given them a minute of your time.