



UNIVERSITY OF
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College of
Engineering

Time Management Tips

A, B, C Focus Times

In order to manage your time effectively, you first need to be in tune with your focus and energy levels throughout the day. What time of the day do you feel more alert? When do you feel sluggish? In other words, when do you perform the best for certain tasks and when do you have to fight with yourself to stay focused?

Everyone operates on an individual set of physiological patterns. Whether you're a morning person, night owl, or a middle-of-the-day powerhouse, you can adapt your study time to capitalize on your peak patterns.

The key is to take advantage of your peak focus times by structuring your study accordingly. Think through your energy throughout the day and label each block of time as A (peak focus), B (medium focus- perhaps it's an ideal time but the setting is subpar), and C (lethargic/tired/not peak focus time and not ideal studying conditions). Then look at your task list and label each item according to the level of focus it requires.

Needing to work through some complicated problem sets or create an intense study guide? Choose a Focus A time of day.

Creating an essay outline or reviewing a study guide? Focus B time will work for this.

Are you making flashcards for an upcoming quiz or rewriting notes from yesterday's class? Focus C should be sufficient; it doesn't require a lot of in-the-moment brainpower but you are still spending time immersed in your studies.

Each student will consider the difficulty of tasks differently, so make sure that you're categorizing your tasks into Focus A, B, and C according to *your* needs and no one else's.