



TEXAS SOUTHERN UNIVERSITY

Division of Academic Affairs

STUDENT STUDY SKILLS & TIME MANAGEMENT GUIDE

Tiger Advising & Support Office

Your goal: Use your time intentionally, prepare before class, study in shorter focused sessions, and ask for help early. Small, consistent habits can make a big difference.

1. Start With a Weekly Plan

- Write down every class, assignment, quiz, exam, work shift, activity, and personal commitment.
- Block out specific study times for each course instead of waiting until you “have time.”
- Break large assignments into smaller tasks and give each task its own deadline.
- Review your schedule at the beginning of the week and adjust it each day.

2. Use a Simple Priority System

DO FIRST — Urgent assignments, exams, and tasks due soon.

SCHEDULE — Important work that needs focused time later in the week.

QUICK TASKS — Small items you can complete in a few minutes.

LIMIT DISTRACTIONS — Silence notifications, choose a study location, and protect your study block.

3. Study Smarter

Active Recall: Close your notes and explain the material from memory. Use practice questions or flashcards.

Spaced Practice: Study across several days instead of relying on one long session before an exam.

Teach It: Explain the concept aloud as if you were teaching another student.

Practice Problems: For math, science, and problem-based courses, spend more time solving than rereading.

Focused Sessions: Work for 25–50 minutes, take a short break, then begin another focused session.

Review After Class: Spend 10–15 minutes reviewing notes soon after class and identify what you do not understand.

4. Prepare Before Every Class

- Check Canvas/course materials and your syllabus.
- Complete assigned readings, videos, or practice work.
- Bring required materials and arrive ready to participate.
- Review your previous notes for a few minutes.
- Write down at least one question about anything you do not understand.

5. Build Your Weekly Study Plan

Course	What I Need to Do	Study Day/Time	Due Date	Completed

6. When You Feel Behind

Do not try to fix everything at once. Identify the most urgent academic responsibility, complete one manageable step, and then move to the next. Contact your instructor, academic advisor, success coach, or tutor early when you need help.

- List everything that needs attention.
- Identify what is due first and what has the greatest academic impact.
- Schedule the next 2–3 actions you can realistically complete.
- Ask questions instead of avoiding a class or assignment because you feel behind.
- Use tutoring and campus support before a small challenge becomes a larger problem.

7. My Academic Success Commitment

One study habit I will improve: _____
One time-management habit I will improve: _____
My first action step: _____
Who can support me: _____
I will check my progress again on: _____

Need Support?

Tiger Tutoring Services: Use tutoring to strengthen course understanding, study strategies, note-taking, and academic skills.

Success Coaching: Connect with a Success Coach for help with time management, organization, motivation, accountability, and creating an academic success plan.

Academic Advising: Meet with your academic advisor for academic planning, degree progress, course questions, and referrals to additional support.

Your Instructor: Ask questions about course expectations, assignments, concepts, office hours, and ways to improve.

SUCCESS IS BUILT ONE HABIT, ONE PLAN, AND ONE STEP AT A TIME.