**SAMPLE SCHEDULE**

8:00am  Jog for daily exercise  
10:00am Intro to Computers (Class)  
12:00pm Lunch  
12:30pm Study notes from lecture of Intro to Computers  
1:00pm Principles of Managerial Accounting (Class)  
3:00pm Break time  
3:30pm Watch TV  
4:00pm Go to Library to work on Accounting homework  
6:00pm Dinner  
6:30pm Play volleyball  
8:00pm Allsop Lab for Intro to Computers homework

**TUTORING SERVICES HOURS**

2071 Cedar Hall

**Monday - Thursday**
7:30 a.m. - 7 p.m.

**Friday**
7:30 a.m. - 5 p.m.

*Summer hours may vary.*

For more information call 319-398-5425.

Tutoring services are offered FREE to any Kirkwood student enrolled in credit classes. Students may receive tutoring for two different classes each semester, up to two hours per week for each class.

**The college offers four tutoring format options:**

- Individual tutoring
- Walk-in tutoring
- Online tutorials
- Computer application skills

---

**Kirkwood COMMUNITY COLLEGE**

*Tutoring Services*
2071 Cedar Hall
Cedar Rapids, Iowa

319-398-5425
www.kirkwood.edu/tutoring
**TRACKING YOUR TIME**

- Make a to-do list. Number it in order of importance.
- Start with what needs to be done this week, then break it down into a day planner.
- Prioritize. Decide what things in your life are most important to do. Focus the majority of your time on those things.
- Find the times of day when you're at your peak. Schedule to do the most difficult tasks when you're at your best mentally and physically.
- If you're really crunched for time, keep a diary for three days. Write down everything you do and how much time you spend on things. This will help you find problem areas or rearrange your focus.
- Keep transit time in mind: walking to class, driving, etc.
- Be honest with yourself. Know what you can handle and do not over commit. Don’t be afraid to say no.

**SCHEDULING**

- Create a calendar of dates containing all assignments, quizzes and exams. This will allow you to plan for an entire semester. Be sure to include other commitments such as work, family, study groups and appointments. Keep your calendar with you and update it daily.
- Plan ahead for large projects and papers. These may require longer time blocks. Divide this type of assignment into smaller, less difficult pieces. Decide on a plan of work for large projects.
- Schedule study time in a minimum of one-hour time blocks and take short breaks between.
- Make sure to plan relaxation, eating, exercise and recreation time into your schedule.
- Allow time to review material before class.
- Try not to schedule events back-to-back. Give yourself 15 to 30 minutes between appointments.
- Write reminders for yourself when your schedule changes, or for events that are out of the ordinary.

**TIPS**

- Beware of procrastination. Spending time on the phone or internet can eat up more time than you might imagine.
- Flexibility is key. A rigid schedule does not allow for unforeseen events.
- Find what works for you. There are all sorts of day planners, so try different ones until you find something that works.
- Color code entries in your schedule by category.

**CAN’T FIND TIME TO STUDY?**

Find help at
Kirkwood Tutoring Services
Cedar Hall 2071
319-398-5425
mscallo@kirkwood.edu

Visit us online:
ww.kirkwood.edu/tutoring

IT’S BETTER TO DO FEW THINGS WELL THAN MANY THINGS BADLY.