

way. It is understood that the student must modify them somewhat to meet individual needs. But the danger is that the student will not try to add them at all, and a lot of study time is lost in failing to observe these things.

### --Discipline your time

Time is limited but all persons have the same number of hours in a day. Some must use more for work, etc., but all need to learn the discipline of time so that it is not idly spent or wasted. Most students waste more time than they realize and a lot more than they are willing to admit. In the discipline of time one needs to 1) calculate how much time one has available, 2) see how it is now being used and 3) determine where the usage can be improved. In the light of this, plan certain times for study of particular subjects. Try to balance time in the light of the class hours etc., in the week. Don't plan time too sharply or too completely but plan to use a set time to study a set subject. If you do not need all the time allotted for one subject, have an alternate subject ready for study. But do plan your time in this direction. It is helpful sometimes to make a study plan such as the one show in our appendix.

Be sure to plan time for recreation, family matters, and spiritual concerns. The use of time for study does not mean that one studies all the time but that one knows how to use the time that is available. And time for spiritual matters is very necessary. Better to drop a course than to drop your devotions although with proper time discipline neither action will be necessary.

In determining how much time is available and how time is presently being used, a time log is an invaluable asset. It is a bit painful to