

start and sometimes harder to continue but as a rule if one will maintain it for one week the use of time will be well charted. The results of the study will allow one to plan for the next week. On an initial time log one makes an entry for every fifteen minute segments of the day. One simply states what is being done during that time. At the end of the day and the week one studies the use of time. Time that has not been used well will be seen as well as time that could be used more completely. This idea of a time log is presented in the appendix.

Please remember that no one can use every minute and our aim is to make the best use of the minutes available. In our planning we must include recreation, talking with friends, and even a reasonable amount of day-dreaming. (Preferably the last named item will not be done in class.) But without the discipline of time one will never have enough time for assignments, work, and other important things. It will not be that the time is not there...it will be that the time is there but it is not used well.

--Allow a few breaks

In the military ten minute breaks were given every hour.. except under combat conditions, of course. The purpose of the break was to relax the mind. Eyes that are glazed from staring at the text do not really see very well. I have hinted at this earlier..it is an important point.

--Determine a study place

The ideal study place is one where there are no obvious distractions, good lighting and air, with few interruptions by other people and with the right facilities