Previous “Advising Advice” columns explained that advisors can not only help with major and career exploration, but also help you with learning strategies such as time management, organization, and goal setting.

In our advising sessions, we’ll go over these strategies—including how to schedule time between classes, where are the best places to study in between classes, and how to meet throughout the semester with your advisor. My top five tips include:

1. **Self-Care**: Make sure that you get the sleep you need as well as times to eat meals. Self-care is an important part of time management and being successful in college.

2. **Small time gaps between classes**: If you only have a half hour between classes—this is a great time to connect with your advisor or start editing that big paper. If you’re travelling via the shuttle between campuses, use this time to read a few pages or review your notes.

3. **Balancing Life and School**: When scheduling classes with your advisor, keep your personal habits/schedule in mind. Scheduling an 8:45 AM class may not be the best option when your job may keep you out until 1 AM the night before. This may not work out for all situations, so remember to **be flexible** when considering your schedule for classes. Your advisor will work with you to help create the schedule you need.

4. **Keep a calendar**—whether it’s on your phone, tablet, paper—and **write down everything**. Make sure to jot important dates in your calendar [like exams, research papers, etc]. This can help you prepare for the semester ahead. Also, keep a **folder for each class** so any handouts or readings can be kept organized!

5. **Schedule time for homework [and for fun!]** Use your calendar to schedule time to do homework, projects and assignments. This makes easier to schedule time once your work is complete to hang out with friends or go to a local concert. The reward will be sweeter knowing you don’t have that big paper to write when you get home.

There are many resources available to you on campus and advising is one of them. If you’re having challenges organizing your schoolwork or need more tips on learning strategies, reach out to your advisor! We’re here to help.

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If you have suggestions for future advising topics, please contact Janis Albright: janisa@maine.edu