

7 Tips to Balance Your Life and Study Time

Finding time to study so you can accomplish long-term career goals IS possible!

Over 250,000 students have earned one or more designations while also maintaining busy lives as working professionals. We know your time is limited, but rest assured that earning your designation doesn't have to require major disruptions to your work/life balance.



Blair Eichenberger, CPCU

Here are seven ways to earn career-defining credentials by making the most of your hectic schedule and maximizing the 24 hours you have in each day.



1. GET AN EARLY START

Set your alarm an hour earlier to gain quiet time before the morning rush. Start your day feeling accomplished, with a few assignments under your belt.



2. LUNCH AND LEARN

If you get two 15-minute breaks and even a half-hour for lunch, that's an extra hour in your day to study! Brown bag your lunch and knock out some assignments at your desk. To minimize distractions, let your co-workers know of your plans, post a sign, or shut your door if that's an option. If other co-workers are in the same program, keep each other accountable and organize lunchtime study sessions.



3. SET GOALS AND MILESTONES

Many of The Institutes' students pass their exams after studying for four to six weeks. You can hit that goal by dividing the number of assignments in your course into weekly increments. So if you have nine assignments, aim to finish at least 1.5 each week. Don't forget to add in time for practice quizzes!



4. PLAN YOUR WEEK

Make a list of your plans for the week, and don't leave anything out. For example, account for the time you'll spend sleeping, working out, cooking dinner, going to doctors' appointments, watching TV, and driving. This schedule will give you a better idea of available blocks of time to study. Don't forget to schedule time for fun and reward yourself for your hard work!



5. FIND OPPORTUNITIES FOR MICRO STUDY SESSIONS

The Institutes offer many options to help you study on the go. For example, the study app and our online courses are great for when you're standing in line, cooking dinner, waiting to pick up your child, or finding yourself with a few minutes to spare.



6. ASK FOR HELP

Don't be afraid to explain to your friends and family that you're pursuing a designation and then ask for help. They might be willing to babysit for a few hours, pick up your kids one day each week, or walk your dog so you can set aside more time to study.



7. MAINTAIN YOUR MOTIVATION

Procrastination can stand in your way even if finding time is not a problem. Determine what your ultimate goal is: to move into a new field? Get promoted? Be more knowledgeable? Write down your goal, and post it somewhere you'll see often. The time you're sacrificing now is only temporary—and will have lasting advantages for your career. Celebrate your milestones and keep moving forward!



“Set a goal and don't let anything stop you from achieving it. If it's one course a quarter, make sure you are setting aside the time it takes to achieve that goal. If you fall off track, don't waste time feeling discouraged – get back on track and don't give up until you reach your goal!”

Chelsea Davis, CPCU, AINS, AIS, ASLI



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BONUS STUDY TIP

Consider downloading a mobile or desktop app that blocks digital distractions and notifications so you can stay focused during study times.