

Review the suggestions for good time management, and then complete the assignment to evaluate your own skills at managing time.

Time management for students can be one of the most important –and difficult—skills to learn during your college years. With so much going on, having strong time management can sometimes seem impossible. Fortunately, however, there are things you can do to help make sure your time management as a student leaves you feeling organized and in control instead of exhausted and behind.

Time Management

1. **Write everything down.** Have, maintain, and use a planner (or PDA) to indicate when major projects will be due, exams will be given, and events will be held.
 - a. Copy important deadlines (tests, papers due) from your syllabi into your planner.
 - b. Write down deadlines in stages: research, outline, 1st draft, etc.
2. **Put all information into your planner.** Six lists means six pieces of paper to keep track of. One list is easier.
3. **Take a half-hour to plan a day or week at a time, specifically looking at which assignments to do when.** This way, when you have a chunk of good study time, you don't take up the first 20 minutes deciding what to work on.
4. **Make a to-do list for each day the night before or during breakfast.** Review your planner to set yourself for a successful day.
5. **Structure your out-of-class time.** Schedule time to work on specific assignment or lab into a specific time slot, as if it was a class you were planning to attend. Be there on time.
6. **Use small bits of time between classes and meetings effectively.** In fifteen minutes you can review, edit, and revise your notes from a recent lecture. A half-hour is good for beginning a problem set.
7. **Handle each piece of paper once.** Stop shuffling paper from one pile to the next. Make a decision about what to do with the paper and do it. When you take time to read e-mails, respond to them immediately.
8. **Diagnose your procrastination.** Is it really the WHOLE paper you're having trouble starting, or just deciding on a topic? Is it the whole problem set, or just one that has a section you can't understand?
9. **Don't waste time being confused; GET HELP!** If you are stuck on an assignment, use the on-campus resources, such as the Reading Center, ESSC, and Math Lab, to get started. Contact the Academic Support Center to set up semester-long tutoring in many subjects. The services are FREE!
10. **Rome wasn't built in a day; college takes years.** Difficult tasks are meant to be subdivided. Divide your projects into parts.
11. **Build rewards into your schedule.** Four hours of solid studying followed by a half-hour phone call to your best friend is more productive than four hours of study interspersed with phone calls.
12. **Take time for yourself.** Exercise, have fun, have relationships, and sleep. Allow for some flexibility!

Answer the following questions as honestly as possible.

1. I spend _____ hours a week in class.
2. I spend _____ hours a week studying outside of class.
3. I spend _____ hours a week sleeping.
4. I spend _____ hours a week at work.
5. I spend _____ hours a week with my family.
6. I spend _____ hours a week relaxing, hanging out, watching TV, or browsing the internet.
7. I am late to class, work, a meeting, or an appointment _____ times a week.
8. I am late to class, work, a meeting, or an appointment _____ times a week.
9. When I am late, it makes me feel _____
10. I use short periods of time between classes to study and review class materials.
 yes no
11. I use short periods of time between classes to handle personal affairs, like paying bills or cleaning.
 yes no
12. I have a planner. yes no
13. I update and review my planner every
 day week month what planner?
14. I check my class syllabi for upcoming assignments
 daily weekly monthly never
15. I would describe myself as a procrastinator. yes no
16. I have done poorly on school assignments in the past because I didn't spend enough time on them. yes no
17. **REFLECT:** After answering the above questions, use the remaining space to reflect on how you use your time currently. What aspects of time management haven't you thought of before? How can you improve how you manage your time?

Now that you know how you spend your time and whether or not you are over-committed, it's time to create your **ideal schedule**. Use the following instructions to help you fill out the schedule on the next page.

PART A: Identify Obligated Time

1. Fill in all of your classes.
2. Fill in the hours you work.
3. Fill in the time it takes to get ready and travel between home, school, and work.
4. Fill in any other regular appointments (church, transporting your children, etc.)
5. Fill in a Lunch and Dinner Break. Include time for food preparation
6. Establish a set time to go to sleep and get up in the morning

PART B: Identify Free Time

1. Assign time for studying for each class.
2. Allow 2-3 hours for each hour spent in class per week.
3. Try to study for classes on the days they meet.
4. Use large blocks for major tasks, smaller blocks for reviews.
5. Schedule regular breaks and rewards for completing a task—don't marathon study.
6. Schedule fun events-- recreation, watching television, going out with friends, spending time with family.

RESPOND: Now that you have looked at your weekly schedule, what is your biggest obstacle in managing your time? How can you overcome this obstacle?

Your Ideal Weekly Schedule

MON

TUE

WED

THU

FRI

SAT

SUN

AM							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
PM							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							