
TIME MANAGEMENT

When students think of time management, they think strict, uncompromising, limiting, and anything but fun. But it doesn't have to be that way! It's true, making a schedule and managing your time includes planning for things like study time, writing papers, and reviewing notes, but your schedule should also anticipate free time, fun time, and friend time. Managing your time, if done honestly and diligently, will help you in all areas of your college life.

Remember: taking time to manage time will save you time.

Time Assessment

Record the number of weekly hours you use doing each of the following activities. Then review the questions. Remember: you should allow 2 hours of study for each hour you are in class (12 credits = 24 hours of study per week).

School	time traveling to/from	_____
	time in class	_____
	time spent studying	_____
Work	time traveling to/from	_____
	hours spent on the job	_____
Family & Friends	time on the phone	_____
	dating/meeting friends	_____
	family time/child care	_____
Personal Care	sleeping	_____
	eating	_____
	exercise/hobbies/leisure	_____
	chores/personal business	_____
	spiritual life	_____
Total Hours:		_____

Weekly Hours 168 (minus) Total Hours _____ = _____

Have you allowed enough time to do all the things you wanted/needed to do?

Have you allowed enough time for study? (2 hours per credit hour)

What can you do to adjust your schedule so there will be enough time for everything?

What areas, if any, will you have to cut back on to make your schedule work for you?

Time Management Tips

- Use odd periods of time (on the bus, in the dentist office, between classes, etc.) wisely.
- Consider your schedule a firm but flexible guide, not as a hard and fast rule.
- Find your periods of peak efficiency and plan to study your most difficult subjects then.
- Set easy goals and rewards for yourself like, “When I finish reading chapter 3, I can take a five minute stretch break.”
- Allow longer periods of time in your schedule for term papers and projects.