

Time Management

Managing time effectively can help you become more organized in your academic and social life. By keeping track of your time, you will have a more responsible approach towards your activities. The purpose of time management is not only to be a good student, but also to have a life! It is as much a stress management tool as an organizer.

Remember that time management is flexible and adaptable. Your time management schedule should be adjusted according to your weekly or monthly work load, social activities, meetings, and exercise plans.

Steps for Creating a Weekly Time Management Schedule

1. Fill in the following things on your weekly schedule in pencil:

- All classes
- A half hour to one hour for lunch and dinner
- Jobs
- Athletic practices
- Regularly scheduled meetings (such as clubs)
- Language labs
- Peer Tutor or Peer Mentor meetings
- Regular exercise or workouts

2. Make photocopies of this schedule for weekly time management adjustments.

3. Fill in study time for one week on one of your schedules, based on the class work, tests, papers, and projects that you have that specific week.

As you schedule study hours, remember to keep in mind that different people study different ways. Some classes may take less time to study for than others, and other classes may require more effort. Be sure to ask yourself the following questions:

- At what time of day do I prefer to study? Morning, afternoon, or night?
- Do I prefer to study for several hours at a time or for short chunks of time?
- What are my easiest and most difficult courses?
- Will I study on the weekends? (Remember that Sunday is usually a study night that can be used for planning assignments and catching up.)

Use your answers to these questions as a guide when scheduling your study time. Also, be sure to schedule breaks after a block of two hours of studying. This will help you to be refreshed and refocused!

4. Try your schedule for a week. When you schedule your study time for the next week, ask yourself what you liked and didn't like about the previous week's schedule, and change things accordingly. This will help you to create a schedule that is best suited to your habits and needs.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							