Time Management

Time Management Worksheet



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| --- | --- |
| **ACTIVITY:** | **TIME NEEDED:** |
| Credit Hours this Semester: |  |
| Study Hours (# of credit hours x 2): |  |
| Sleep/Naps ( hours/day x 7): |  |
| Meals ( hours/day x 7): |  |
| Hygiene ( hours/day x 7): |  |
| De-stress Activities ( hours/day x 7):(Ex. exercise, reading, TV, video games, hobbies, etc.) |  |
| Communication Activities ( hours/day x 7):(Ex. social media sites, e-mailing, text messaging, etc.) |  |
| Work/Volunteering (total hours/week): |  |
| Regularly Scheduled Activities (total hours/week):(Ex. spiritual activities, piano lessons, meetings, sports, etc.) |  |
| Commute/Travel Time (total hours/week): |  |
| Family Commitments (total hours/week): |  |
| Friend Commitments (total hours/week): |  |
| Household Duties & Errands (total hours/week):(Ex. mowing the lawn, laundry, grocery shopping, etc.) |  |
| **Total # of Hours You Need in a Week:** |  |
| **Number of Hours in a Week:** | **168** |

**HOW DID YOU DO?**

**Under 168**: You appear to have EXTRA TIME **/ Over 168:** You appear to be OVER-COMMITTED

TIME MANAGEMENT….Creating a Master Schedule

★ What is a master schedule?

It is a type of schedule that reflects fixed and flexible events. It can be created just once a semester or can be done at the start of each new week. With this visual guide, you can devise any type of game plan that is do-able for YOU!

★ Why should I schedule my time?

Students who intentionally map out their days usually have numerous commitments to juggle, AND they want to maximize their time so as not to “give up” anything. Plus, a schedule helps to minimize decision- making on “What should I be doing right now?” The result can lower stress and anxiety…who doesn’t want that?!

★ Where do I start?

A master schedule should include fixed priorities – which vary from person to person – as well as flexibility. A suggested format for the attached blank grid is as follows:

Fixed times (these activities take place on consistent days and times each week)

1. Fill in all regularly scheduled class and lab times
2. Fill in all regularly scheduled work/volunteer hours
3. Fill in all regularly scheduled activities (meetings, study groups, sports practice, music lessons, religious activities, etc.)
4. Fill in times for sleeping, eating, and personal hygiene
5. If you’re a parent, fill in times for your children’s/family’s required activities
6. Fill in travel time to and from the above activities

Flex times (these activities have more choice in the days and times each week)

1. Fill in one important “fun for me” activity
2. Fill in blocks for general study – you should schedule 2 hours per credit/week Ex. – If you are taking 12 credits, then you should study 24 hours per week (Keep in mind, this is in addition to being in class!)
3. Fill in blocks for exercise at least several times a week for proper brain health
4. Fill in blocks for household duties & errands – ex. laundry and grocery shopping
5. Fill in blocks for “communication” and “de-stressing” activities

(If you are a gadget gal or guy, be honest about the time spent on internet surfing, video gaming, texting, using social media, etc.)

1. Leave open blocks for the “un-expected” – ex. doctor or dentist appointment

Other tips to consider when scheduling

* Avoid studying the same subject for more than 2 hours in a row
* Study for 50 minutes then take a 10 minute break…repeat
* Use the college dates and your syllabi for managing time for projects, papers, presentation, quizzes and tests
* Get adequate sleep – don’t pull all nighters to cram – research shows if you are sleep deprived for a week your brain and body chemistry dramatically changes
* Eat right – think of fueling your mind and body to accomplish great things
* Walk – movement enhances motivation
* Pick up the Procrastination handout



|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **6:00am** |  |  |  |  |  |  |  |
| **7:00am** |  |  |  |  |  |  |  |
| **8:00am** |  |  |  |  |  |  |  |
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| **10:00am** |  |  |  |  |  |  |  |
| **11:00am** |  |  |  |  |  |  |  |
| **12:00pm** |  |  |  |  |  |  |  |
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| **3:00pm** |  |  |  |  |  |  |  |
| **4:00pm** |  |  |  |  |  |  |  |
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# Notes:

20 Time Management Tips

## Remember - You have 168 hours/week to utilize wisely or waste - choose wisely

* Maintain a schedule – whether daily or weekly – and attempt to stick to it
* Find your best method to track activities – calendar, phone app, to do list, etc.
* Create a productive study environment with all necessary items handy
* Don’t neglect the importance of weekend time
* Try the “two-fer” approach by combining activities when possible – ex. study while you are doing laundry
* Share or divide duties with other family members in order to free up extra time in your schedule
* Staying organized saves time – try a 3 ring binder for consolidating class info like power point handouts, notes, homework, and returned material
* Set study goals – ex. # of math problems to do or pages to read to stay focused
* To keep motivated, remember your short and long term goals
* Overestimate the time you need to complete a task in order to avoid stress later
* Break large, daunting tasks into smaller, manageable mini-tasks
* Identify your times of peak energy and tackle the “toughies” when you are feeling your best
* Try to study on campus in order to maximize RRCC’s student success services
* Tell others about the importance of your schedule/plan – easier to say NO
* Take care of yourself to keep up your energy and a positive attitude
* Determine and minimize your distractions – yep, people count!
* Always have a book, chapter summary sheets, or flash cards with you
* Don’t hit the snooze on your alarm
* Use down time (15 minutes here and there) for quick and easy tasks
* Spread the word – let family and friends in on your academic goals so they can be allies, not foes, to your ultimate success



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