

Strategies for Success

Time Management

Name _____

Have you ever heard the saying “if you want something done, ask a busy person to do it”? People who have many demands on their schedule and manage to accomplish a lot are usually very organized! They use their time wisely. Time management is a skill you can learn, and it will help you become a more successful student, especially in your math class.

A weekly schedule showing all of your regular activities is a useful tool to help you manage your time and commitments. Once you create your schedule on paper, you’ll be able to look at it, know all you commitments are accounted for, and see what times are available for other things. Then you can easily match your free hours to scheduled instructor online meetings, plan extra study sessions, and set times you can access online tutoring for help. You can also see when you can schedule things that occasionally come up, like counseling or doctor’s appointments. And you can see how much time you have for fun activities.

Start by making a chart showing all 168 hours of the week – that’s 24 hours per day, 7 days per week. You can use the one on the next page, or make one of your own designs on another sheet of paper or in a spreadsheet.

- 1) First show all the classes you are taking this semester, blocking out the hours for each class meeting. Also show the time it takes you to get to school and return home.
- 2) Many students work at jobs, in addition to taking classes. Do you have a job? if so, mark your typical weekly job schedule in the chart. Don’t forget to include commuting time!
- 3) Now think about what activities you do every day, other than school and work. Your basic needs like sleeping, eating, bathing, exercising, etc. all take time. If you are responsible for cooking meals for your family or caring for young children, you know those tasks take time, too. Show all your usual daily activities in the chart.
- 4) Where does your study time fit in? The guideline for college students to do all the reading, homework, and studying required for their classes is to count 2 hours outside of class for each hour in class. For each of your courses, multiply the total number of hours each week you are in class by 2, then block out and label that many hours for studying for that course on your weekly chart. If you are in a TERM math class (meets one day per week) you need to block out 2 hours to spend in the Hub and at least 8 more hours each week either in the Hub or doing homework. Your math class is either 3 or 4 credits, so you need to have anywhere from 6-8 hours for studying. Keep in mind that it is more effective to study in several small sessions instead of a couple of ‘marathon’ sessions.
- 5) Last, you may want to schedule time to spend relaxing, being with friends, playing video games, leisure reading, or watching TV.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 am							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11 am							
noon							
1 pm							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11 pm							
12am							

6) (a) Do you have spare time or are you 'overscheduled'?

(b) Is this a feasible schedule for you? Will you be able to meet all your commitments without overstressing?

(c) What changes can you make to your schedule to make it work better for you?