The Distribution of Time in a Week In College

This is where your time goes in the course of a week!!

Time Scheduling	A Day	In a Week
Hours	24 hours	168 hours
Sleep Hours	- ___ hours	- ___ hours
Eating, Relaxing, and Socializing	- ___ hours	- ___ hours
Attending Class and Labs	- ___ hours	- ___ hours
Work	- ___ hours	- ___ hours
Total Study Time Left for The Remainder of The Week.	**= ___ hours of study time**	**=___ hours of study time**

As you can see, this leaves you with ___ hours a week or ___ hours a day to study, recreation and everything else.

Consider making a time log schedule to keep track of your classes, meetings, deadlines, and assignments. These are some of the following principles you should use when recording your time on a weekly schedule:
1) Be specific on how you spent your time and log down any interruptions throughout the day.
2) Record how you spent each hour even in increments as short as half an hour.

By looking at your weekly time schedule, you will know where your time goes. You will be surprised where your time goes because we all waste time on many activities that keeps us from doing the things that are important. Here is a list of interruptions that prevent us from getting things done. If some of these items relate to you, please ask yourself if they control you or whether you have personal control over them. This is the list:
1. Telephone interruptions.
2. E-mail interruptions
3. Hobbies
4. Inability to say no
5. Socializing
6. Surfing the World Wide Web
7. Children's interruptions
8. Drop-in visitors
9. Errands and shopping
10. Reading newspapers, magazines, and recreational books

What strategies can you do to deal with these problems that eat up your time? Are there problems that at first seem uncontrollable that can actually be controlled? Ask yourself these questions and come up with possible solutions regarding time management techniques from what you have learned today.