

Manage Your Time

"Ninety percent of success is showing up"
~Woody Allen

Name: _____

Take a moment to answer the following questions:

1. What are your goals for this semester? Grades in specific courses, overall grade point average.
2. Do you have a semester planner? Yes No
If the answer is no, why not?

3. Do you record your class times, quiz, test dates, assignments, work schedule in your planner? Yes No
4. Do you plan study time? Yes No
5. Is your desk/study area neat and organized? Yes No
6. Do you have a notebook clearly labeled for each class with syllabus and assignments for reference? Yes No
7. If you are in a difficult class this semester, have you signed up for tutoring?
 Yes No
8. When do you do your best work? _____
9. Is that when you study? Yes No
10. Having a routine helps, do you have one? Yes No

Probably one of the most important things you can do to be successful in college is to learn to manage your time. Successful students know that the key to stress

management is time management. Time is a non-renewable resource, a precious resource that is often wasted. Each of us is given exactly 24 hours a day, no more, no less.

Take a moment to think about how you spend your time. Enter the hours per day that you spend on each activity.

Attend classes	_____
Studying	_____
Sleeping	_____
Work	_____
Exercise/Sports	_____
Family commitments	_____
Personal care/grooming	_____
Meal preparation/eating	_____
Transportation	_____
Relaxing-TV, Facebook, games	_____
Socializing	_____
Other	_____
Add total (24 hours maximum)	_____

Any surprises? _____

List the things you do to waste time:

If you are honest, you will see areas where you can cut back to increase the amount of study time. An important component of time management is using a daily planner. At the beginning of each semester, collect your class syllabi and input class times, assignment due dates, and quiz and test dates in your planner. Add in your work schedule, family and other obligations. Look at your weekly schedule and plan each week for study time. Make sure that for research papers and major tests, you plan well in advance so that you are prepared to succeed when the assignment or test date arrives. Review your planner each day, making adjustments when necessary.

Each evening review your schedule for the next day and make a “To Do” list for the next day. A “To Do” list is a set of tasks and errands that you want to complete each day. Analyze each task and prioritize it to one of three categories: give it an A if it is urgent and important to completing your goal of succeeding in your classes, B if it is important but can be delayed for a day or two, and give a C to those task and activities that you will attend to only if you have completed tasks A and B.

If there is not enough time in the day to do everything on your list, rollover a task or two to the next day. Making and completing “To Do” lists are habit forming and assist us with managing our time and completing those goals and activities that we set for ourselves.

So, in review:

- Study your more difficult subjects early in the day, if possible.
- Study in 40 to 60 minute time blocks.
- Make sure to take occasional breaks.
- Break complex assignments into more manageable parts
- Keep up with your reading assignments.
- Reward yourself for your discipline and hard work.

Remember, you have plenty of time to succeed. You are the one who controls how you spend your time so learn to use it wisely. One reason many students fail to do as well as they could is because they procrastinate on assignments, reading and general studying.