

Time Management

Name _____

Class & Section _____

Do you have enough time to pass this class?

What can you expect?

You will get a year of high school material in about a third the time (60 days) of a high school year (180 days).

You will not get time in college classes to do your homework.

College students are expect to attend class and take notes.

College students are expected to work outside of class: read, do homework, and study.

In fact, college students MUST work outside class to pass academic subjects.

The grid below is to estimate the *minimum* amount of time you can expect to study each week in order to earn A, B or C in your classes.

Difficult classes require more time than easier ones. When the semester starts, classes may seem easy and need less time, only to get harder later and need more time.

- 1) Look up your class schedule in WebAdvisor to identify the number of credits for each class.
 - In the first two columns, list your classes and number of credits for each.
 - In the third column, write the difficulty: 2, 3, or 4, depending on how hard the class is for you. 2 = easy, 3 = medium, 4 = hard
 - In the last column, *multiply* the number of credits (second column) by the difficulty (fourth column).
 - At the bottom, add up all the numbers from the last column.

Method to Estimate Study Time (Hours per Week)

Class Name	Number of credits	Times x	Hard = 4, Medium = 3, Easy = 2	Equals =	Number of hours of study needed
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
			TOTAL	=	

2) My reaction to this study grid is:

Time management is a skill which can be learned.

- Decide what's important, including both attending class and studying outside of class.
- Include all important tasks, not just school, in the schedule.
- Organize your schedule.
- Be realistic about the amount of time needed.
- Stick to your schedule.
- Make a temporary schedule for more demanding days or weeks.
- Review and modify the schedule periodically to "fine-tune" it.

3) My math class meets on these days _____ from this time _____ to this time _____. My math class is _____ units (also called "semester hours").

4) Every day, I need to bring the following tools with me to class:

- a. _____
- b. _____
- c. _____

5) What do I need to do to be sure I have these tools every day in class?

6) Time management is not just math class, but all of my commitments and activities. Before I arrive to this class, I have to complete the following tasks or activities. (List 3-5.)

7) If transportation, other classes, or other issues were to make me late to class, the reasons might be:

8) For each reason, here's what I can do to make sure I'll be on time to class:

9) To devote enough time to succeed in this class, I will make these adjustments to my life:

- a. _____
- b. _____
- c. _____

Keeping a Schedule

Schedules can be organized in different ways.

Daily, monthly, and weekly calendars can be purchased in book or office supply stores, or found as apps. (Some apps can shift views.)

Weekly and semester planners can be created by hand or using a spreadsheet program like Excel.

Daily calendar: These have one page per day, as a full-sized sheet, or a mini-page. For a 16-week semester, this calendar would have 112 single or 56 double pages. Good for people who

- are very busy, or anxious about time management, or
- forget details easily, or
- wish to write everything (homework assignments, reading pages, etc.) in one location.
- This is especially useful if every day is different.

Weekly calendar: These have one page per week, with space for each day. For a 16-week semester, this calendar would have 16 pages. Good for people who

- want to see a slightly “bigger picture” than daily, or
- want a smaller planner to take less space than a daily planner, or
- don’t need or want to write down as many details.
- This is especially useful if every week is different.

Monthly calendar: These have one page per month, with a box for each day, in “wall” or “pocket” size. For a 16-week semester, this would have 4-5 pages.

Good for people who

- want to see a “bigger picture” than weekly, or
- need to keep a calendar aligned with other people’s schedules

Weekly planner: These have a regular weekly schedule on one page. Good for

- getting a new schedule organized
- adjusting to a new schedule
- people who have the same schedule every week

Semester planner: These have major events of entire semester on one page. Good for

- planning ahead for big projects
- remembering priorities
- foreseeing weeks when many important tasks are due

10) Using the list of calendars and planners above, which type seems the most useful to me? Do I have one?

Common mistakes students make when thinking about study time include:

- Hoping not to work too hard or planning to work “only” hard enough to pass
 - These students prioritize having fun, working jobs, etc. over college.
 - These students are relying on luck or wishful thinking.
- Enrolling in too many classes or too many hard classes at once
 - These students often have unrealistic timelines for completing college.
 - Failing or dropping a prerequisite class adds a semester to the time needed to complete a degree.
- Not studying some topics because they’re hard
 - If it were easy, everyone would be doing it.
 - If it were easy, it wouldn’t earn a high salary later.
 - Just because it’s hard doesn’t mean you can’t do it. It just means you have to work harder.
- Working too many hours at an outside job, or too many jobs
 - Some students work to support others, while some work to pay for “extras”.
 - Most students want an education so they’ll qualify for a higher-paying job later. This is called “delayed gratification”. Making school a priority can make that job come sooner.
- Not studying some topics because “it’s OK to miss some” or “they won’t be on the test”
 - Before a student completes a class, they won’t fully understand how much information there is, or how it is connected to the rest of the class or even whether it will be on the test.
 - It’s good to assume that anything the teacher assigns or covers in class is important to study.
- Hoping the class will be easier than it is or that the professor will “give” passing grades anyway
 - College grades are earned rewards, not gifts of charity.
 - College transcripts are used by employers and graduate schools to determine an applicant’s merit. If a transcript shows you have passed or aced a class, it means you know that material.
 - In college, most students fail if all they do is come to class.
- Not having a major, a career goal, or an educational plan (SEP), even if it gets changed
 - If a student doesn’t know why they’re taking a class, it’s pretty hard to do the work.
 - Sometimes students learn later that they actually hate a subject they thought they’d like (or vice-versa.) It’s better to learn this in college while it can be changed, than to have a miserable life.
- Ignoring study plans when tempted by friends, romantic interests, family, video games, or drugs
 - Deciding a clear education purpose makes it easier to say “no” to distractions.
 - Students who have no family members with college degrees often have to educate their families about the time and commitment that college demands from them.
 - If friends don’t have your best interests in mind, are they really friends?
 - Distractions are necessary, but must be kept in perspective. Half an hour of play relaxes and energizes. Four days of drunkenness and a night in jail probably messes up your academic life!
- Postpone studying by procrastinating, forgetting, not paying attention, not having a calendar or schedule
 - Waiting until you “feel like studying” means you probably never will, or will wait to study only when you’re stressed or terrified (and your brain is least able to remember, process, and grow).

Implementing a Time Management Plan:

Time management requires attention to the short-term and long-term.

11) **Organize the short-term:** Create a typical week. Complete the weekly planner on the *next* page. (You may do this on your computer if you prefer.)

Option 1 (Best): List each item in full, in a format you can use later.

Step 1: Write **the names and times of your classes**, every class you are taking this semester.

Step 2: Write **travel** during the times you are traveling to school (or work) and home again.

Step 3: If you have a job, write **Work** in the hour blocks you typically work and travel to/from work.

Step 4: Write in **sleep, eat, bathe, exercise, cook meals, care for children**, etc. where applicable.

Step 5: Write **Study** in hour blocks when you study, using the amount of time you estimated in question 7).

Leave unscheduled time blank.

Option 2 (Confidential): List each item using abbreviations, in a format to complete this assignment.

Step 1: Write **C** in hour blocks you are in **class**, every class you are taking this semester.

Step 2: Write **T** in hour blocks you spend **traveling** to school and home again.

Step 3: If you have a job, write **W** in the hour blocks you typically **work** and travel to/from work.

Step 4: Write **A** in hour blocks you have daily **activities**: sleep, eat, bathe, exercise, cook meals, care for children, etc.

Step 5: Write **S** in hour blocks when you **study**, using the amount of time you estimated in question 7).

Step 6: Optional: Write **F** for hour blocks you might be having **fun**.

Leave unscheduled time blank.

Weekly Planner of Regular Commitments (one typical week)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1AM							
2AM							
3AM							
4AM							
5AM							
6AM							
7AM							
8AM							
9AM							
10AM							
11AM							
12PM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							
11PM							
12AM							

12) Is this schedule realistic? Why or why not?

13) Does this schedule stress me out? If yes, what can I do to improve it?

14) **Organize the long-term.** Schedules get off when several larger assignments are due. These events (exams, papers, lab reports, tournaments, college visits, Grandma's 100th birthday party, etc.) can be predicted. This exercise is to predict these challenges and plan differently to meet them.

In the grid below,

- Below "week #", write the dates of each week, skipping Spring Break, if necessary.
- Write in exams, finals, major papers, projects, lab reports, etc. using syllabi for all your classes. Include the name of the class. Write *only* activities which may disrupt your usual schedule. Include events that occur infrequently or irregularly, but may require extra time.
- Consult your calendar and write in major family gatherings or personal obligations.
- Leave the other days blank.

Semester Planner of Irregular Commitments

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13							
Week 14							
Week 15							
Week 16							

- 15) A “crunch time” is created when two or more irregular activities appear during the same week. Looking at the semester grid you just completed, which weeks may be crunch times?
- 16) To relieve stress during “crunch time”, it can be helpful to plan ahead, begin work early, or reschedule other commitments to open extra time. For each “crunch time” you listed, what you will do to alter your time management for that week?

Time Management is an ongoing process...

Know your commitments.

Have realistic expectations.

Address conflicts and difficulties.

Make a plan and try it out.

Modify the plan as needed.

Schedules are not permanent, and shouldn't be.

- As the semester progresses, tasks get harder or easier, or just change to new kinds of tasks.
- We get better at using a schedule or don't want the same kind of schedule.
- We find a better way of prioritizing our activities.
- We may want variety, to change it up, keep it interesting.
- We may want to try a new format.
- Things happen! We change jobs or have changes to our hours, we break-up or start-up with new romances, we join study groups, we decide to study more or harder.

In a few weeks, review whether your schedule is working and modify it.

- Am I getting the important tasks done? Are unimportant tasks getting too much of my time?
- Are unimportant tasks “taking over” time needed for more important tasks?
- Am I a morning or evening person? Are difficult tasks scheduled at my best time?
- Has enough time been assigned to difficult tasks or much time been assigned to easier tasks?
- Do new tasks need to be added or old ones removed?
- Have the tasks changed – become easier or harder, or requiring different tools or times of day?

It is an important skill to do important tasks that you don't want to do. Life always includes important tasks that we don't want to do, but must. Setting a regular routine can make studying easier because it removes procrastination. Habits are powerful. You CAN do this.