

## TIME MANAGEMENT TOOLS

Using the tools for time management is straightforward. Applying them is not always so easy. If you have trouble with procrastination because of motivation, perfectionism, or an inability to say no, you may want to visit **the Academic Support and Access Center (ASAC) in MGC 243 for additional information not included on this handout.**

Most college students need a calendar/planner system that includes the big picture (all graded assignments) as well as the nitty gritty (the daily tasks to complete for each class). No matter what planner or schedule software you use, make sure it allows you to move between your monthly or semester calendar of important dates to your weekly or daily plan. Here are some tips in using these planning tools effectively.

- At the beginning of the semester, spread out all of your syllabi and your monthly calendar. If you are using the ASAC month-by-month planning calendars, take out the staple; it's important to see all the months at once. Enter all of the deadlines for all of your courses including midterms, papers and the final exam. Using a different colored pen for each course is helpful for tracking each course separately. Enter "start" dates for each of these assignments. This calendar tracks the "big ticket" items for the semester only.**

M	Aug. 1	8	10	22	29	6	13	20
T	2	9	16	23	30	7	14	21
W	3	10	17	24	Oct 1	8	15	22
Th	4	11	18	25	2	9	16	23
F	5	12	19	26	3	10	17	24
S	6	13	20	27	4	11	18	25
S	7	14	21	28	5	12	19	26

- Next, figure out your weekly schedule: learn when you are free and when you are not. At the ASAC, there is a worksheet called "168 hours," which is the total number of hours available in a week. To use this sheet, enter all of the fixed commitments in your life every week: classes, work commitments, regular activities or appointments, and health routines (meals, sleep, exercise).**

The week of						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00	Get Up/Read	Get Up/Read	Get Up/Read	Get Up/Read	Sleep	Sleep
7:00-8:00	Breakfast	Breakfast	Breakfast	Breakfast		
8:00-9:00	Park/Study	Breakfast	Breakfast	Park/Study		
9:00-10:00	Math	Study Math	Math	Study Math		
10:00-11:00	Study	French	Study	French	Study	
11:00-12:00	Breakg	Library	Breakg	Library	Breakg	
12:00-1:00	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00-2:00	Study	Study	Study	Study	Study	
2:00-3:00	Lab	Study	Lab	Study	Lab	
3:00-4:00	Lab	Home/Dress	Lab	Home/Dress	Lab	
4:00-5:00	Work Out	Shower/Dress	Work Out	Shower/Dress	Work Out	
5:00-6:00	Work Out	Shower/Dress	Work Out	Shower/Dress	Work Out	
6:00-7:00	Shower/Dinner	Shower/Dinner	Shower/Dinner	Shower/Dinner	Shower/Dinner	
7:00-8:00	Relax	Relax	Relax	Relax	Relax	
8:00-9:00	Study	Study	Study	Study	Study	
9:00-10:00	Relax	Relax	Relax	Relax	Relax	
10:00-11:00	TV/Video	TV/Video	TV/Video	TV/Video	TV	
11:00-12:00	Bed	Bed	Bed	Bed	Bed	
12:00-1:00						

You can use this weekly template directly for planning and scheduling your time. For example, you could photocopy this master schedule and use a new one for planning each week.

Now, look at all of the boxes that are uncommitted—this is the time you choose how to use. Is there space between your classes you could use productively? If you are a morning person, is there time available to you in the morning? Identify good times for you to study and label *some* of them study times. A rule of thumb is that you should study 2-3 hours outside of class for every hour in class. If this amount seems excessive, remember that it is just that it is just a guideline and has to be adjusted depending on the difficulty of the course for you. Your goal is to avoid fluctuating between little study time and long hours of cramming. By doing your 168 hours template, you know when you have time to commit to achieving your goals.

3. Now that you have tracked your assignment deadlines and determined when you have time to work on your assignments, the next (and on-going) phase of planning is to write up a detailed weekly plan. If you wish, you can use the Weekly Goals Calendar planning sheets available at the ASAC. Regular planning is key. Decide on which day of the week you will fill in this sheet. Begin by consulting your syllabi and writing in the required readings and class work. Next, go to your monthly/semester calendar to look ahead at upcoming assignments. Do you need to start any now? Are you already in progress and need to write in the next steps? **Your weekly plan should keep you up-to-date in class work AND in making progress on longer term assignments.**

Courses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

4. **OPTION: Make a “To-do List” for a few days at a time.** Look at it throughout the day, crossing off tasks as you complete them. Make changes when needed and move tasks you do not complete to the next day. Be sure to prioritize your tasks and to write them specifically. For example, not “start English paper,” but “choose topic for English paper,” or not “start studying for Psych exam,” but “review notes for chapter 1 and do self-test.”

<p><b>Monday</b>            Math assignment: probs 1-10            Read English, pp. 225-270.            Meet Tanish at 12@MGC            Mail package—buy stamps            Prof Rogers @4pm</p> <p><b>Tuesday</b>            Geology, pp. 155-230            Study for math exam on            Friday            Get 6 references at library            English paper: choose topic            Finish rough draft for psych            paper</p>
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