

# Time Management

Time Management procedures help you become more organized in your academic and social life. By keeping track of your time, you will have a more responsible approach towards your activities. The purpose of time management is not only to be a good student, but also to have a life! It is a much a stress management tool as an organizer.

Remember that time management is flexible and adaptable. Your time management schedule should be adjusted according to your weekly or monthly work load, social activities, meetings, and exercise plans.

We strongly encourage you to set up an appointment Tracy Struble who can help you evaluate and create your schedule. Call 533-7030 for an appointment!

## ⇒ Steps for Creating a Weekly Time Management Schedule



1. Print out a **Time Management Weekly Schedule**. Fill in the following things on your weekly schedule with a ruler and pencil:

- All classes
- One hour for lunch and dinner
- Campus jobs
- Athletic practices
- Regularly scheduled meetings (such as clubs)
- Language labs
- Peer Tutor or Peer Mentor meetings
- Regular exercise or workouts
- Any TV shows you always watch!

2. Make photocopies of this schedule for weekly time management adjustments.
3. Fill in study time for one week on one of your schedules, based on the class work, tests, papers, and projects that you have that specific week.  
As you schedule study hours, remember to keep in mind that different people study different ways. Some classes will take less time to study for than others, and other classes may require more effort. Be sure to ask yourself the following questions:

- At what time of day do I prefer to study? Morning, afternoon, or night?
- Do I prefer to study for several hours at a time or for short chunks of time?
- What are my easiest and most difficult courses?
- Will I study on the weekends? (Remember that Sunday is usually a study night that can be used for planning assignments and catching up.)

Use your answers to these questions as a guide when scheduling your study time. Also, be sure to schedule breaks after a block of two hours of studying. This will help you to be refreshed and refocused!

4. Try your schedule for a week. When you schedule your study time for the next week, ask yourself what you liked and didn't like about the previous week's schedule, and change things accordingly. This will help you to create a schedule that is best suited to your habits and needs.

Another important aspect of time management is long-term planning **Anticipating and Planning for Courses** (link) can help you to manage your time over the course of the quarter!