



Time Management

HOW DO YOU SPEND YOUR TIME?

Take a look at a typical week in your life. Jot down the hours you spend with each task.

	168 hours in a week
Sleep (hours a night x 7)	_____
Work (hours per week)	_____
Meals and Preparation (hours a day x 7)	_____
Classes (number of credit hours)	_____
Study (actual time studying per week)	_____
Personal Maintenance (shower, laundry, etc.)	_____
Travel (to and from work, to and from class)	_____
Family Commitments	_____
Leisure (TV, hang out w/friends, etc.)	_____
Total Hours	_____
How many hours do you have left?	_____

HOW SHOULD YOU SPEND YOUR TIME?

Here are some suggested guidelines for spending your time.

	168 hours in a week
Sleep (8 hours a night x 7)	-56
Work (hours per week)	-20
Meals and Preparation (3 hours a day x 7)	-21
Classes (number of credit hours)	-15
Study (actual time studying per week)	-30
Personal Maintenance (shower, laundry, etc.)	-10
Leisure (TV, hang out w/friends, etc.)	-11
Travel (to and from work, to and from class)	-5
Total Hours	168

Time Management Tips

Taken from www.collegeboard.com

Here are **some tips for taking control of** your time and organizing your life.

1. Make a to do list every day. Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks.
2. Use spare minutes wisely. Get some reading done on the bus ride home from school, for example, and you'll kill two birds with one stone.
3. It's okay to say no. If your boss asks you to work on a Thursday night and you have a final exam the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.
4. Find the right time. You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.
5. Review year notes every day. You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.
6. Get a good night's sleep. Running on empty makes the day seem longer and your tasks seem more difficult.
7. Communicate your schedule to others. If phone calls are proving to be a distraction, tell your friends that you take social calls from 7:00 to 8:00 p.m.
8. Become a taskmaster. Give yourself a time budget and plan your activities accordingly.
9. Don't waste time agonizing. Have you ever wasted an entire evening by worrying about something that you're supposed to be doing? Instead of agonizing, just do it.
10. Keep Things in Perspective. Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it.

Utilize a Weekly or Daily Planner

	SUN	MON	TUE	WED	THU	FRI	SAT
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
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11:00							