

Time Management Guide

To begin managing your time, you first need a clear idea of how you now use your time. This survey will help you to estimate how much time you currently spend in typical activities. This will help you get a better idea of how much time you need to prepare for each subject and will help you identify your time wasters. When taking the survey, estimate the amount of time spent on each item. Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week. After each item's weekly time has been calculated, add all these times for the grand total. Subtract this from 168, the total possible hours per week. Here We Go:

1. Number of hours of sleep each night _____ X 7 = _____
2. Number of grooming hours per day _____ X 7 = _____
3. Number of hours for meals/snacks per day – include preparation time _____ X 7 = _____
- 4a. Total travel time weekdays _____ X 5 = _____
- 4b. Total travel time weekends _____
5. Number of hours per week for regularly scheduled functions (clubs, church, get-togethers, etc.) _____
6. Number of hours per day for chores, errands, extra grooming, etc. _____ X 7 = _____
7. Number of hours of work per week _____
8. Number of hours in class per week _____
9. Number of average hours per week socializing, dates, etc. Be honest! _____

Now add up the totals: _____

Subtract the above number from 168 - _____ = _____

The remaining hours are the hours you have allowed yourself to study.

To determine how many hours you need to study each week to get A's, use the following rule of thumb. Study two hours per hour in class for an easy class, three hours per hour in class for an average class, and four hours per hour in class for a difficult class. If more hours are needed, take away some hours from easier courses. Figure out the time that you need to study by using the above formula for each of your classes.

- Less rigorous class credit hours _____ x 2 = _____
- Average class credit hours _____ x 3 = _____
- Difficult class credit hours _____ x 4 = _____
- Total _____

- Compare this number to your time left from the survey. Just a note to ease your anxieties: It is not only the quantity of study time but also its quality. This formula is a general guideline. Try it for a week, and make adjustments as needed.
- It's best to review class notes soon after class. Make sure to schedule in study breaks, about 10 minutes each hour. Be realistic on how many courses to take. To succeed in your courses you need to have the time to study. If you find you don't have time to study and you're not socializing to an extreme, you might want to consider lightening your load, but always be aware of deadlines.
- More suggestions: Combine several activities into one time spot. While commuting to school, listen to taped notes. This allows up to an hour or two a day of good study review. While showering make a mental list of the things that need to be done. When you watch a sit-com, laugh as you pay your bills. These are just suggestions of what you can do to combine your time, but there are many others; above all be creative, and let it work for you.

