

Time Management

Analyzing Commitments

Budgeting Time

Planning a Schedule



Time Management

Analyzing Commitments, Budgeting Time, Planning a Schedule

College students have many demands made on their time. In order to have enough time to study and still fulfill other obligations, these are specific time recommendations that should be followed.

This packet contains these specific recommendations to help you analyze and organize your time. They show how to analyze your current commitments and determine how much time you have to meet college course demands. They help you estimate the amount of time each course requires and offers steps to follow in planning, adjusting and implementing a weekly time schedule.

POP QUIZ

Answer Yes or No

		Yes	No
1.	Are there several T.V. shows that you watch regularly each week?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you attend some sort of group meeting at least once a week?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do you have to consider the needs of at least one other person when planning your schedule?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you work (or have some other fixed commitment)?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you want your evenings free (for social life, relaxation, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Do you have a special interest that you pursue regularly (horses, car, music, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Do you have to do the cleaning and cooking for others?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do you frequently have days when you accomplish very little? (perhaps due to illness or feeling down)	<input type="checkbox"/>	<input type="checkbox"/>
9.	I spend more than 10 minutes a day on appearance?	<input type="checkbox"/>	<input type="checkbox"/>
10.	I must have at least 8 hours sleep?	<input type="checkbox"/>	<input type="checkbox"/>
11.	If someone I like wants to spend time with me, I'll postpone whatever I was planning to do?	<input type="checkbox"/>	<input type="checkbox"/>
12.	I would feel uncomfortable telling a friend who telephoned me that I didn't have time to talk?	<input type="checkbox"/>	<input type="checkbox"/>
13.	I tend to live for the moment and forget to look at the clock?	<input type="checkbox"/>	<input type="checkbox"/>
14.	I hate to be told what to do?	<input type="checkbox"/>	<input type="checkbox"/>
15.	I went through high school without doing much heavy studying?	<input type="checkbox"/>	<input type="checkbox"/>
16.	I can't sit still for long?	<input type="checkbox"/>	<input type="checkbox"/>

If you responded with more than 8 yes answers, you definitely need to learn to budget your time.

Analysis of Time Requirements Per Course

List each course you are taking and answer the questions

	Class				
1. Number of hours per week in class					
2. Class Format					
Discussion					
Lecture					
Individual Performance (written homework-use of equipment)					

Answer the question and add or subtract from the average time:

3. Multiply the hours in line 1 by 2 for the average study time					
4. Frequent Quizzes +					
5. Is the subject easy for you? -					
6. Do you learn this subject slowly? +					
7. Do you have to do the homework in a special time or place (example lab?) +					
8. Is there a final? +					
9. Are there hour-long exams? +					
10. Is there a research paper or other long-term assignment? +					

Principles to Apply to All Study Schedules

- Eliminate dead hours.
- Use day light hours.
- Study before recitation-type classes.
- Study after lecture-type classes.
- List according to priorities to make sure you get the most important things done on time.
- Avoid too much detail to make your schedule easier to follow.
- Know your sleep pattern, know your sleep and awake cycles.
- Discover how long to study to master each assignment.
- Plan blocks of time, such as in one hour use 50 minutes to study and ten minutes for a break.
- Allow time for sleep - take time for this.
- Eat well-balanced meals - take time for this.
- Double your estimates of how long a large project will take.
- Don't pack your schedule too tightly to leave room for last-minute problems,
- Make a plan for free time and living, not merely studying.
- Trade time - don't steal it.
- Write your schedule in pencil so you can erase and reschedule when the unexpected occurs.

Managing Study Time

- Study difficult subject first when your mind is fresh and you are at your peak of concentration.
- Leave routine and mechanical tasks, such as recopying papers or alphabetizing bibliographies, for last.
- Schedule study for a particular course close to the time when you attend class,
- Build into your schedule a short break before you begin studying a new subject.
- Short breaks should be included when you are working on just one assignment, but for a long period of time.
- Schedule study sessions at times when you know you are usually alert and feel like studying.
- Plan to study at times when the physical surroundings are conducive to studying
- Do not wait for the mood to strike or until you feel like studying.

Some Hints on Planning a Better Time Schedule

The effectiveness of your time schedule will depend on the care with which you plan it. Careful consideration of these points will help you to make a schedule which you can control and which will work for you.

1. **Plan a schedule for balanced activities.** School life has many aspects which are very important to success. Some of the most common which you must consider are:

Fixed: eating, organizations, classes, church, work

Flexible: sleeping, recreation, personal affairs, relaxation, study

2. **Plan enough time in studying to do justice to each subject.** Most classes are planned to require some homework. Most students should plan at least ten hours a week for such homework assignments. Of course, if you are a slow reader or have other study deficiencies, you may need to plan more time in order to meet the competition of your class.
3. **Study at a regular time and at a regular place.** Establishing habits of study is extremely important. Knowing what you are going to study and when saves a lot of time making decisions and retracing your steps to get necessary materials, etc. Avoid generalizations in your schedule such as "STUDY". Commit yourself more definitely to "STUDY HISTORY" or "STUDY CHEMISTRY" at certain regular hours.
4. **Study as soon after your lecture class as possible.** One hour spent soon after class will do as much good in developing an understanding of the material as several hours a few days later. Check over lecture notes while they are still fresh in your mind. Start assignment while your memory of that assignment is still accurate.
5. **Utilize odd hours in the day for study.** Make good use of your hall periods in class. These scattered free periods are easily wasted. Planning and establishing habits of using them for studying for the class just finished will result in free time for recreation or activities at other times in the week.
6. **Limit your blocks of study time to no more than 2 hours on any one course at one time.** After 1 1/2 - 2 hours of study you begin to tire rapidly and your ability to concentrate decreases rapidly. Taking a break and then switching to studying some other course will provide the change necessary to keep up your efficiency.
7. **Trade time -- don't steal it.** When unexpected events arise that take up time you had planned to study, decide immediately where you can find the time to make up the study missed and adjust your schedule for that week. Note the three weekend evenings: Most students can afford no more than two of them for recreation, but may wish to use different evenings on different weeks. This "trading arrangement" provides for committing one night to study, but rotating it as recreational possibilities vary.
8. **Provide for spaced review.** That is, a regular weekly period when you will review the work in each of your courses and be sure you are up to date. The review should be cumulative, covering briefly all the work done thus far in the quarter.

Three types of Time Schedules

Time scheduling will help make you more efficient. Very few people can rigorously keep a detailed schedule day after day over a long period of time. In fact, many students who draw up a study schedule and find themselves unable to stick to it become impatient and often give up the scheduling completely.

The following method of organizing time has been helpful to many students and does not take much time. It is more flexible than many methods and help the student to establish long term, intermediate, and short term time goals.

1. **Long Term Schedule** – construct a schedule of your fixed commitment only. These include only obligations you are required to meet every week, e.g., job hours, classes, church, organization meetings, etc.
2. **Intermediate Schedule** – One per week.

Now make a short list of major events and amount of work to be accomplished in each subject this week. This may include non-study activities. For example:

Quiz Wednesday
 Paper Tuesday
 Ball game Tuesday night
 finish 400 pages in English by Friday
 finish 100 pages in History by Friday

These events will change from week to week and it is important to make a new list for each week. Sunday night may be the most convenient time to do this.

3. **Short Term Schedule** – One per day.

On a small notecard, each evening before retiring or early in the morning make out a specific daily schedule. Write down specifically what is to be accomplished. Such a schedule might include:

Wednesday:

8:00-8:30	Review History
9:30 – 10:30	Review Math and prepare for quiz
4:45	Pick up cleaning on way home
7-10:15	Chapter 5&6 History
10:20	Phone call

Carry this card with you and cross out each time as you accomplish it. Writing down things in this manner not only forces you to plan your time but in effect causes you to make a promise to yourself to DO what you have written down.

DAILY TASK SHEET

- | |
|--|
| <ol style="list-style-type: none"> 1. Stop at Cleaners 2. Return Library Books 3. Retype English Essay 4. Review for Quiz Tomorrow |
|--|

Time Finder

This is a chart to help you see how you manage your time. Fill in your fixed commitment first such as work, classes, and meetings. Then see where you can plug in study time. Don't forget to schedule some leisure or recreational time each week.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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							
7:00							
8:00							
9:00							
10:00							
11:00							

TOTAL							
-------	--	--	--	--	--	--	--

Long Range Plan for an Academic Task

A research paper is an academic task that requires careful planning. The first step is to break down the work into small tasks. Below is a sample list of steps for a 25 page paper that is due: _____ . Pretend this is your assignment and plan a time table.

Days or weeks
before due date

- _____ select a general subject
- _____ do preliminary reserach
- _____ decide on working thesis statement
- _____ get notes on specific subject
- _____ make outline
- _____ write first draft
- _____ edit and rewrite
- _____ prepare final draft
- _____ organize footnotes and bibliography
- _____ type
- _____ proofread for typing and gramatical errors
- _____ paper due

1. Put a star beside each task where you don't feel confident of your ability to do the job well.
2. Put a circle around the star if you have never done this task before or should get advice.
3. Put an arrow before any task that must be coordinated with someone else's schedule.



Bibliography

Deese, James and Deese, Ellen K. How to Study, 3rd edition, New York: McGraw-Hill Book Co., 1969.

Lenier, Minette and Maker, Janet. Keys to College Success, Englewood: Prentice-Hall, 1980.

McWhorter, Kathleen. College Reading and Study Skills, 2nd edition, Boston: Little, Brown, 1983.

Millman, Jason, and Pauk, Walter. How to Take Tests, New York: McGraw-Hill Book Company, 1969.

Pauk, Walter. How to Study in College, 3rd edition, Boston: Houghton-Mifflin, 1984.

Schmelzer, Ronald; Christen, William; and Browning, William. Reading and Study Skills Book One, Rehoboth: Twin Oaks Publishing, Inc., 1980.

Shepard, James. College Study Skills, 2nd edition, Boston: Houghton- Mifflin, 1983.

Sherman, Thomas M., and Wildman, Terry M. Proven Strategies for Successful Test-Taking, Columbus: Charles E. Merrill Publishing, 1982.