

# Time Management Guide

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## Tip #1: Fill Out 168 Hour Worksheet

- Write in all of your classes.
- Add other fixed commitments like student club meetings, athletics, etc.
- Add meals, sleep, commuting time, leisure time
- Choose a day on which you can take a break and not do any schoolwork.
- Try to find 25 - 45 hours that you can spend doing schoolwork (i.e. 1-3 hours of studying per credit hour)

## Tip #2: Fill Out Time Estimate Worksheet

- Write down assignments that you have to do for your classes within the next few days
- Write down how much time you anticipate each assignment will take.
- Then, time yourself and write down how much time it actually took you to complete each task.

## Tip #3: Assess Your Time Management with Studying

If you answer yes to all of the following questions, you're on the right track!

- I study during a regular block of time each day.
- I study during my periods of maximum alertness.
- I limit study time to 1-2 hours before taking a break.
- I give equal time to all of my classes.
- I complete assignments as soon as possible after a lecture/class.
- I do not cram. I plan my time so that I can do a little bit each day.
- I plan a schedule of balanced activities (sleep, schoolwork, leisure).
- I build in flexibility in case something unexpected comes up.

## Tip #4: Use Time Management Techniques

- Make a weekly schedule and stick to it!
- Learn to prioritize using a daily "to do list"
- Break large tasks down into smaller parts
- Learn what time of day is best for you to study
- Study harder subjects first
- Assign yourself work for class every night
- Set goals and reward yourself when you complete them
- Balance study time, recreation, sleep, etc.
- If completing tasks is difficult, think of the reasons why it is hard to start/finish projects
- Find an accountability partner who can check in to see how you're doing with assignments like a friend, family member