

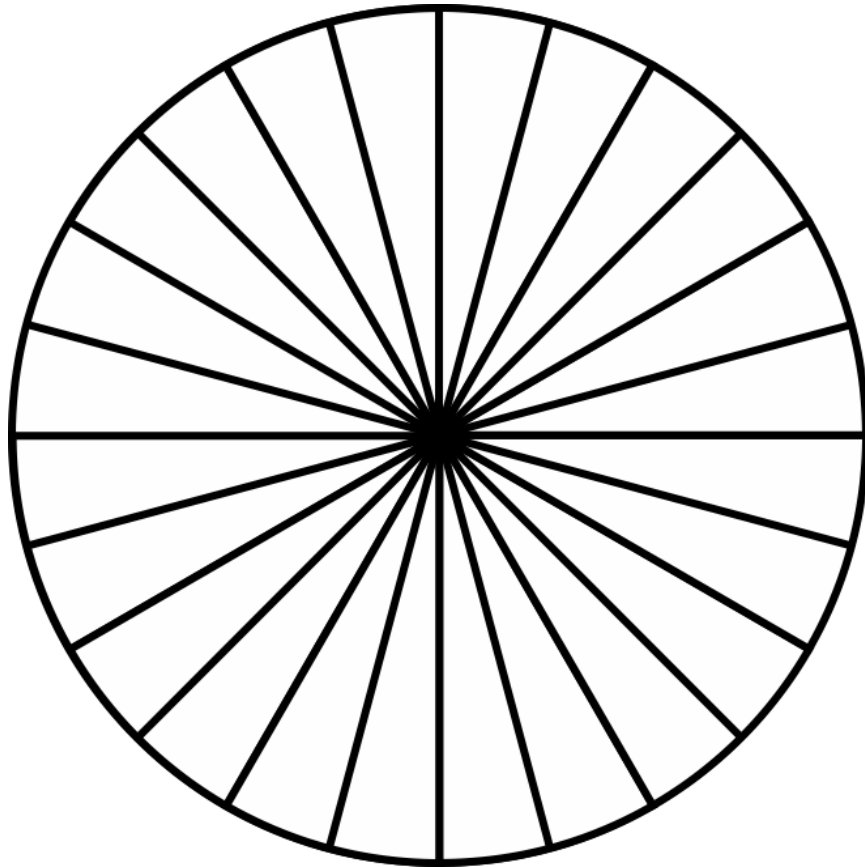
# Time Management Worksheet

## Why is time management important?

- Reduces stress & anxiety.
- Reduces the fear of failure.
- Preparation improves your confidence.
- Reduces completing tasks at a mediocre level.
- Preparation makes the day run more smoothly.

## How do you spend your time?

There are only 24 hours in a day. It is helpful to learn and track how you utilize every hour in each day. On average where do you spend your time each day? Take time to fill in the circle with everything you do in a day. Example: You spend time sleeping, so will need to include the total number of hours spent sleeping in your circle. Don't forget all of the various responsibilities and activities you do each day: classes, studying, sleep, fitness, work, family, personal care, eating, transportation, relaxation/hobbies, etc.



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Use your completed 24 hour circle to calculate how much time you spend on each activity listed in the Activities Breakdown below each week. The blank lines are for any additional situations that take up your time. After you have totaled up all the items you can think of, figure out how much free time you have.

## ACTIVITIES BREAKDOWN - Hours per Week

1. Class Time \_\_\_\_\_
2. Study Time, reviewing, projects, papers \_\_\_\_\_
3. Commuting \_\_\_\_\_
4. Dressing and eating \_\_\_\_\_
5. Hours of employment \_\_\_\_\_
6. Responsibilities at home \_\_\_\_\_
7. Athletics requirements \_\_\_\_\_
7. Telephone and computer \_\_\_\_\_
8. Television \_\_\_\_\_
9. Dating, outings, sports, movies, "going out", etc (entertainment). \_\_\_\_\_
10. Sleeping \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. Wasted hours \_\_\_\_\_

Total: \_\_\_\_\_

Total number of hours per week = 168 Subtract your Total \_\_\_\_\_ Total free hours per week \_\_\_\_\_

Now that you know how you are currently spending your time, it is good to reflect on your life's priorities and goals. What is most important to you? What are your life priorities?

List your top 10 life priorities in order from most to least important:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

How do your Priorities match up to how you spend your time each week?

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What do you need to adjust in your weekly schedule to better match your life priorities?

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List any additions you want to add to your weekly schedule: \_\_\_\_\_

\_\_\_\_\_

What do you spend time on that you will remove or reduce in your weekly schedule? \_\_\_\_\_

\_\_\_\_\_

**Create your new ideal schedule below:** You can start with a day or construct a whole week. Be sure to include the changes you wish to make for yourself and don't forget to include your top priorities. You will need time to take care of yourself, for instance, when will you sleep, eat, etc?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

How many hours are you spending in class each week? \_\_\_\_\_

How many hours have you devoted to studying each week? \_\_\_\_\_

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## Are you a procrastinator?

Read each statement below and choose the word that best describes your behavior. Write the corresponding number you choose on your paper.

Never – 1                  Occasionally – 2                  Often – 3                  Always – 4

1. I feel I have to “cram” before an exam.
2. My homework is turned in on time.
3. I think I get enough sleep.
4. I pull all-nighters before mid-terms and finals.
5. I plan activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned.
6. When I’m working on a paper, I put off writing until a few days before it’s due.
7. I cancel social activities because I feel I don’t have enough time.
8. I get my papers in on time.
9. I find myself making a lot of excuses to my instructors about why my work isn’t done.
10. I feel comfortable about how I use time now.
11. I feel that something is hanging over my head, that I’ll never have enough time to do the work assigned.
12. I feel tired.

Score A – Add up the numbers for questions 1,4,6,7,9,11, and 12. \_\_\_\_\_

Score B – Add up the numbers for questions 2,3,5,8, and 10. \_\_\_\_\_

If Score A is greater than Score B, you are probably a procrastinator. If Score A is less than Score B, you manage your time well. If the scores are equal, you may procrastinate at times, but procrastination is not a habit.

## Tips for learning how to manage your priorities:

### 1. Do you feel over extended? Too much to do and not enough time to do them?

- Do you plan ahead?
- Are you realistic about the time it takes to complete an assignment?

### 2. Studying!

- Are you aware of the 1-credit class = 2-hour study rule?
  - For every credit you take you will likely need to study two hours a week.
  - If you are a full time student taking 6-9 credits per session, you will study close to 12-18 hours a week.
- Figure out your peak learning time during the day and start with the most difficult task.
- Try and study at the same time every day.

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- For maximum retention, study in 50 minute intervals. (See what works for you! Maybe every 20-30 minutes!)
- Take a five-minute break after a 50 minute stretch to let the information “sink in”.
- Study in an area conducive to learning.
- Keep interruptions and noise to a minimum.
- Be fed and rested. (Drink water and watch your caffeine intake)
- Pace yourself. Going too fast leads to errors and going too slow results in boredom.
- Try different techniques to increase retention. Stand up, walk, pace, talk out loud, sit near a window for natural light, have a study partner.

### 3. Can you say “NO!”?

- Being able to say no is a learned skill... it takes practice.
- If you are asked to do something that will affect your studies: Check to see if it’s something you really want to do. Consider how it will affect your study time or college success. Ask yourself if it will create stress that you would rather do without.
- Think about delaying your answer in order to figure out what you want to do and perhaps compromise a solution for another time.

### 4. Reward Yourself!

- Rewarding yourself for completing a task is an important part of being a student. Psychologically we need some sort of recognition of a job well done. Some short term rewards can be watching a TV show, talking to a friend on the phone, having coffee with someone or buying a small reward.
- Long-term rewards are used when a big test or paper is finished, a semester is completed, a certificate or a degree is obtained. These require some more meaningful rewards such as a visit to a museum or gallery, live music or live comedy. The idea is to treat yourself to something special (Keep in mind the cost of these).
- Rewards should be meaningful and should make you feel good.

### 7. Planning your time.

- Make a list of things to do today and keep it reasonable.
- Make use of an appointment book to keep track of your schedule.
- A perfect tool for the student is a monthly calendar book that allows you to record all required work for the semester, day by day. At a glance you can see what is due and what is coming up. It helps to work backwards when planning your session.
- Use color highlighter to emphasize important assignments.
- Make sure you give yourself free time for fun and relaxation.
- Make time to reward yourself for completing goals.
- Remember to look at your calendar every day.
- Know when to ask for help