

# Time Management Handout

## Freshman Seminar, Ellet High School

### Time Management

To be successful in school, you must learn how to manage your study time. Here is a strategy for doing this.

Make serious use of your planner. Update it as the term goes on. Here is what to do to prepare your planner so you can help manage your time.

- Record your school assignments with their due dates and your scheduled tests.
- Record your planned school activities.
- Record your known out-of-school activities, doctor appointments, church activities. Put it all in your planner.
- Long Term Scheduling: When you know you have something due after a length of time, then record it in your calendar at various points and make yourself deadlines to get certain pieces of it done by specific dates. For example, if you have to have a novel read by the end of three weeks, divide up the number of pages in the book and assign yourself a certain number of pages to do each day so you will have plenty of time to have it completed before the due date. Poor time management students wait until the last minute, and then stress themselves out trying to get it done at the last minute.

Each Sunday check your weekly Planner commitments and the demands on your time.

Each evening before a school **day**, check your planner for the next day. Place a  $\checkmark$  next to each thing on your “to do” list as you accomplish it.

A good rule for time management is to always plan for a long-term assignment to be done at least two days before it is due. That way if there are any problems with your printer, or last minute corrections you need to do, you are not in a rush to get it done.

### Test Yourself To See If You Need To Work On Time Management Skills!

Here's a little test to take: Answer yes or no to each:

- \_\_\_ Do you estimate how many hours you will need to study each week?
- \_\_\_ Do you meet assignment deadlines?
- \_\_\_ Do you begin working on semester long projects early in the semester?
- \_\_\_ Do you write a daily “to do” list?
- \_\_\_ Do you prevent social activities from interfering with your study time?
- \_\_\_ Do you have a job that requires fewer than 10 hours a week?
- \_\_\_ Do you set specific goals for each study period?
- \_\_\_ Do you begin your study time with your most difficult assignment?
- \_\_\_ Do you complete most of your studying during your most productive hours each day?
- \_\_\_ Do you think of being a full-time student as you would a full-time job/

Give yourself one point per “yes” answer you marked. If you have a high total score (10 is the maximum score possible), this indicates that you are using effective time management techniques. If your total score is low, it may be helpful to learn some techniques for using your study time more effectively.

**Where does your time go?** Here's a little test you can give yourself to see where all your time goes in a given week.

	1: Number of Hours per Day	2: Number of Days per week	Multiply Column 1x2	Total # of hours per week
On the average, how many hours do you sleep in each 24 hour period, including those afternoon naps?	<input type="text"/>	<input type="text" value="7"/>		<input type="text"/>
On the average, how many hours a day do you engage in grooming activities?	<input type="text"/>	<input type="text" value="7"/>		<input type="text"/>
On the average, how many hours a day do you spend on meals, including preparation and clean-up time?	<input type="text"/>	<input type="text" value="7"/>		<input type="text"/>
How much time do you spend commuting to and from campus and how many times do you do this during a week? Include the amount of time it takes to park and walk from your car or the bus stop to class.	<input type="text"/>	<input type="text" value="5"/>		<input type="text"/>
On the average, how many hours a day do you spend doing errands?	<input type="text"/>	<input type="text" value="7"/>		<input type="text"/>
On the average, how many hours do you spend each week doing co-curricular activities (student organizations, working out, church, etc.)?				<input type="text"/>
On the average, how many hours a week do you work at a job?				<input type="text"/>
How many hours do you spend in school?				<input type="text" value="37"/>
On the average, how many hours per week do you spend with friends, going out, watching TV, going to parties, etc?				<input type="text"/>
<b>ADD these numbers up!</b>			<b>TOTAL:</b>	<input type="text"/>
There are 168 hours in a week. Subtract the total number of hours from the line above...and that's how many hours you have left.				<input type="text"/>

The number of hours you have left must also include the time you spend on studying. Sometimes you will realize you need to spend more time studying, and less time socializing! If you are a good time manager, you will know how to best organize your time and make **PRIORITIES** for spending your time where it is most needed.

## Works Cited

*Managing Your Study Time:* <http://www.how-to-study.com/Keeping%20Track%20of%20Assignments.htm>

Virginia Tech: *Where Does Time Go?* <http://www.ucc.vt.edu/stdysk/TMInteractive.html>

Virginia Tech: *Study Skills Self-Help Information.* <http://www.ucc.vt.edu/stdysk/stdyhelp.html>