

Time Management Tips

Setting goals is the first step to time management. To ensure that you use your time effectively, you will need to set goals and priorities for yourself. Three main types of goals should be considered as you plan your academic objectives: long-term, short-term, and immediate.

Long-term goals are things that you want to accomplish during the next few years or beyond.

Short-term goals are the stepping stones to long-term goals. They help you plan what you need to accomplish in order to reach your long-term goals. Setting short-term goals (e.g., passing your classes with a "B" or better) provides the motivation to keep working toward a long-term goal (e.g., earning an undergraduate degree).

Immediate goals are a series of practical steps you can take in order to achieve your short- and long-term goals. As a university student, immediate goals would include attending all of your classes, doing the required assignments, and scheduling study/writing time each week. Take time out at the beginning of each day to set your immediate and daily/weekly short-term goals (i.e., a to-do list). By meeting your immediate and short-term goals, you'll be well on your way toward achieving your long-term goals.

Three Ways to Organize Your Time

1. Master Schedule

A master schedule helps you schedule time and activities for one semester, and anticipate busy periods, such as final exams. The following steps provide one approach to creating your master schedule:

1. Enter class times, lab times, and any other fixed-time activities.
2. Enter your work schedule, commuting time, and extra-curricular activities.
3. Allocate time for home chores, sleeping, eating, leisure activities, and anything that operates on a flexible schedule; enter these into your schedule. The time not allocated is what you have available for studying. Is there enough time for study? If not, you will need to make some adjustments.

2. Detailed Weekly Schedule

A detailed weekly schedule includes specific times for studying particular subjects and completing homework assignments for each course, as well as meetings, appointments, etc.

3. Assignment-Oriented Weekly Schedule

This schedule helps you estimate your study time and assignment due dates. Keep in mind that, in order to be effective as a student, you should incorporate a variety of study methods into your daily routine. For more information, contact the ASC for handouts and/or an appointment with a study skills tutor. Your schedules and goals should also be systematic and realistic, making them easier to follow and achieve.

Time Management Exercise

Enter the average hours per day or hours per week you spend doing specific activities, while also thinking about where most of your time may be wasted. Total the time to determine how much is available for studying each week.

| Activity | Hours/Day | Days/Week | Hours/Week |
|------------------------------|-----------|-----------|------------|
| Total Hours Available | 24 | 7 | 168 |
| Sleeping | | | |
| Grooming | | | |
| Preparing Meals/Eating | | | |
| Home Chores | | | |
| Commuting | | | |
| Errands | | | |
| Co-Curricular (e.g., clubs) | | | |
| Exercise | | | |
| Job | | | |
| Classes | | | |
| Fun/Relaxation | | | |
| Other | | | |
| Total Hours Used | | | |
| Remaining study time | | | |

Be sure to monitor your planned time with the actual time spent doing activities, and be prepared to make adjustments where necessary. Think about which aspects of your life can be changed and which are less flexible. Remember not to lose sight of your goals. If you need assistance with a time management plan, make an appointment with a study skills tutor.