

Time Management

“A goal without a plan is just a wish.”
—Antoine de Saint-Exupéry

Step 1: Identify Your Activities

1. Calculate the number of hours per week you spend on each activity.

Activity	Hours
Sleeping	
In Class	
Studying	
Work/Internship	
University Clubs	
Greek Life	
Exercise	
Meals	
Phone/Texting	
Internet	
TV/Movies	
Video Games	
Social Activities	
Other	
Total	

2. Identify your number of free hours per week by subtracting the total number of your activity hours by 168 (one week = 168 hours).

$$168 - \underline{\quad\quad} = \underline{\quad\quad} \text{ free hours}$$

Step 2: Prioritize Your Activities

1. Identify your primary short- and long-term goals.

Short-Term Goals	Long-Term Goals
1.	1.
2.	2.
3.	3.
4.	4.

2. Copy the hours you spend on each activity from Step 1 and assign each activity a score on a four-point scale that represents how important it is for achieving your goals.

1 = lowest importance 2 = moderate importance 3 = high importance 4 = highest importance

Activity	Hours	Importance
Sleeping		
In Class		
Studying		
Work/Internship		
University Clubs		
Greek Life		
Exercise		
Meals		
Phone/Texting		
Internet		
TV/Movies		
Video Games		
Social Activities		
Other		

3. Reflection: Analyze the way you typically spend your time, the number of weekly hours that you have “free,” and your short- and long-term goals. Is the importance you place on each activity aligned with your short- and long-term goals? What adjustments can you make to use your time more effectively?

Step 3: Time Management: Organizing and Planning

1. Weekly Schedule: Create an ideal weekly schedule based upon the adjustments you should make for academic success. The weekly schedule should include the following:

Fixed Activities: class, work, internship

Studying: 2 hours for each hour in class

School and Social Activities: clubs, sports, Greek life

Wellness: sleeping (7.5 to 8 hours per night), eating, exercise,

2. Monthly Planner: Create a monthly planner (notebook or electronic version) that contains your ideal schedule in a color-coded format (e.g., a distinct color for class, work, quizzes/exams, social activities).

3. Organizational Lists: Each Sunday, create to-do lists for each day of the week. Compose these lists in your notebook planner or on your computer (e.g., Google Keep, Gtasks, Wunderlist, Todoist).

Resource

Gore, Paul A., et al. *Connections: Empowering College and Career Success*. Boston: Bedford/St. Martin's, 2016.