

TIME MANAGEMENT FOR STUDYINGⁱ

Analyze your current use of time.

1. Plot your week on the next sheet. How did you do? Where is your time being used?

Write a budget for your use of time.

1. Write your goals for the semester.
2. Plan your other commitments.
3. It is recommended that you spend 2–3 hours per week for every credit hour of a difficult class. You can devote less study time to a less difficult class.
4. Plan time for entertainment, relaxation, and exercise.

Develop methods of tracking your time.

1. Construct a weekly calendar and post it in a prominent place, near where you study.
2. Use a planner.
3. Construct weekly and/or daily “to do” lists.
4. Create a semester-at-a-glance calendar (like the University Student Handbook) and post it in a prominent position near where you study.

Tips for staying on track:

1. Study in one hour blocks.
2. Take breaks.
3. Switch subjects.
4. Tackle difficult assignments first and save the easier ones or your favorites until later in the day.
5. Break big or long-term tasks down into manageable units.
6. PLAN REWARDS for yourself.

Time Management Worksheet

Use this worksheet to find out what you are doing with all **168** hours in a week. There are things that you *have* to do: eat, sleep, and relax. Individuals require varying amounts of time to accomplish these things. **Where do all your hours go?**

| Time Commitments | Hours Per Day | Hours Per Week |
|---|---------------|----------------|
| SLEEPING | | |
| EATING | | |
| PERSONAL CARE | | |
| CLASS ATTENDANCE | | |
| WORKING | | |
| SPORTS (practice, training room) | | |
| RECREATION | | |
| OTHER (club meetings, social activities) | | |
| COMMUTING | | |
| Total time commitments (this does NOT include study time): ____ | | |

COMPUTATION:

Number of hours available per week: 168

Total time commitment from above: ____

Difference between time commitments and hours available: ____

This difference is the amount of hours available for study and other activities of your choice.

RULE OF THUMB: For every credit hour taken, 2–3 hours of study time is suggested. Remember to take into account classes you are taking that have no credit hours; you will need to give yourself study time for those classes too.

References: Loyola University Chicago, Learning Assistance, 2005

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