

TIME MANAGEMENT WORKSHEET

A WEEKLY TALLY

How many credit hours are you taking this semester?					
How many hours a week will you study this semester? <small>The recommended amount of study time is, for every hour in class (credit hour) you study 2-4 hours outside of class. Depending on how easy or hard the subject is for you. To get your recommended study time multiply number of credit hours you are taking by two, three or four.</small>					
DAILY ACTIVITY	DAYS PER WEEK	HOURS PER DAY	TOTAL		
<i>EXAMPLE: Sleeping (including naps)</i>	7	x	6.5	=	45.5
MULTIPLY DAYS PER WEEK BY HOURS PER DAY					
Sleeping (including naps)		x		=	
Meals (breakfast, lunch, dinner & snacks)		x		=	
Hygiene (shower, brush teeth, hair, etc.)		x		=	
Self-Care/De-stress (exercise, reading, TV, video games, hobbies, etc.)		x		=	
Communication Activities (personal phone calls, e-mailing, texting, etc.)		x		=	
Commute/Travel Time (time spent in a car, bus or train getting from place to place)		x		=	
Work		x		=	
SUB TOTAL					
WEEKLY ACTIVITY					HOURS PER WEEK
Study Time (from above calculation)					
Time in Class (on campus, tutoring, workshops etc.)					
Social Media (Facebook, Instagram, YouTube, TikTok etc.)					
Regularly Scheduled Activities (church, piano lessons, meetings, sports, etc.)					
Family Commitments (children/spouse activities, special occasions, holiday events, etc.)					
Friend Commitments (get-togethers, movie nights, special occasions, etc.)					
Household Duties & Errands (gardening, laundry, groceries, meal preparation etc.)					
Miscellaneous Activities (anything you do on a regular basis not calculated above)					
SUB TOTAL					
TOTAL					

Number of hours in a Week: 168

HOW DID YOU DO?

Under 168 Hours: You appear to have EXTRA TIME **OR** **Over 168 Hours:** You appear to be OVER-COMMITTED

TIME MANAGEMENT: Track your time

WHAT IS A MASTER SCHEDULE?

It is a type of schedule that reflects fixed and flexible events. It can be created just once a semester or can be done at the start of each new week. With this visual guide, you can devise any type of game plan that is doable for YOU! Use one or both of the Calendars below to help set up your Master Schedule(s).

WHY SHOULD I SCHEDULE MY TIME?

Students who intentionally map out their days usually have numerous commitments to juggle, AND they want to maximize their time so as not to “give up” anything. Plus, a schedule helps to minimize decision-making on “what should I be doing right now?” – The result can lower stress and anxiety. Who doesn’t want that?!

WHERE DO I START?

A master schedule should include fixed priorities – which vary from person to person – as well as flexibility. Use the attached Time Tracker worksheet to help you establish your master schedule. A suggested format is as follows:

FIXED TIMES (If you’re a parent, remember to schedule in your children’s required activities!):

1. Fill in all regularly scheduled class and lab times
2. Fill in all regularly scheduled work/volunteer hours
3. Fill in all regularly scheduled activities (meetings, study groups, sports practice, piano lessons, church, etc.)
4. Fill in times for sleeping, eating, and personal hygiene
5. Fill in commute times to and from the above activities

FLEX TIMES:

1. Fill in one important “fun for me” activity for the week (more later!)
2. Fill in time for pre-class and post-class mini-reviews (10-30 minutes each)
3. Fill in time for selfcare/destress activities at least several times a week
4. Fill in blocks for general study
5. Fill in blocks for household duties & errands
6. Leave open blocks for the “un-expected” (and used for extra studying when needed - like midterms & finals)
7. And finally, fill in times for a few more “fun for me” activities!

FINAL TIPS:

1. You have 168 hours/week to utilize wisely or waste – the choice is yours
2. Maintaining a schedule is not a matter of “will power” but developing a positive and productive life-long habit.
3. Exceptions to your schedule will occur, but after wards, return to the plan
4. Make several copies of your schedule and place in visible areas
5. Don’t neglect the importance of weekend time
6. Try the “twofer” approach by combining activities when possible (studying while you are doing laundry, for example)
7. Share or divide duties with other family members in order to free up extra time in your master schedule
8. To keep motivated, remember your short, and long, term goals
9. Overestimate the time you need to complete a task in order to avoid stress later on
10. Break large, daunting tasks into smaller, manageable mini-tasks
11. Identify your times of peak energy and tackle the “toughies” when you are at your best
12. Try to study on campus, in a learning center, in order to maximize your resources
13. Tell others, family and friends, about the importance of your plan – easier to say NO
14. Take care of yourself to keep up your energy and a positive attitude
15. Determine and minimize your distractions – yep, people count!
16. Always have a book or flash cards with you
17. Don’t hit the snooze on your alarm
18. Remember to be kind to yourself, have patience.
19. Ask questions and ask for help, when you need it or are feeling overwhelmed or confused.

WEEKLY MASTER SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7AM							
8AM							
9AM							
10AM							
11AM							
NOON							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							
11PM							
MIDNIGHT							

STEP 1 fill in all the scheduled events (i.e.: Classes & Work) STEP 2 fill in Study Time using the formula from the Time Management Worksheet STEP 3 fill in all other weekly and daily activities from the Time Management Worksheet

SPRING 2023 MASTER CALENDAR

JANUARY			FEBRUARY			MARCH			APRIL			MAY		
1	SU		1	WE		1	WE		1	SA		1	MO	Final Exams
2	MO		2	TH		2	TH		2	SU		2	TU	Final Exams
3	TU		3	FR		3	FR		3	MO		3	WE	Final Exams
4	WE		4	SA		4	SA		4	TU		4	TH	Final Exams
5	TH		5	SU		5	SU		5	WE		5	FR	
6	FR		6	MO		6	MO	Spring Break (No Classes)	6	TH		6	SA	
7	SA		7	TU		7	TU	Spring Break (No Classes)	7	FR		7	SU	
8	SU		8	WE		8	WE	Spring Break (No Classes)	8	SA		8	MO	
9	MO	Classes Begin	9	TH		9	TH	Spring Break (No Classes)	9	SU		9	TU	
10	TU		10	FR		10	FR	Spring Break (No Classes)	10	MO		10	WE	
11	WE		11	SA		11	SA		11	TU		11	TH	
12	TH		12	SU		12	SU		12	WE		12	FR	
13	FR		13	MO		13	MO		13	TH		13	SA	
14	SA		14	TU		14	TU		14	FR		14	SU	
15	SU			WE		15	WE		15	SA		15	MO	Summer Classes Begin
16	MO	Martin Luther King (No Classes, College Closed)	16	TH		16	TH		16	SU		16	TU	
17	TU		17	FR		17	FR		17	MO		17	WE	
18	WE		18	SA		18	SA		18	TU		18	TH	
19	TH		19	SU		19	SU		19	WE		19	FR	
20	FR		20	MO	President's Day (No Classes, College Closed)	20	MO		20	TH		20	SA	
21	SA		21	TU		21	TU	Last Day to Withdraw	21	FR		21	SU	
22	SU		22	WE		22	WE		22	SA		22	MO	
23	MO		23	TH		23	TH		23	SU		23	TU	Last Day to Add Summer Classes
24	TU		24	FR		24	FR		24	MO		24	WE	
25	WE	Tuition Due	25	SA		25	SA		25	TU		25	TH	
26	TH		26	SU		26	SU		26	WE		26	FR	
27	FR		27	MO	Summer Registration Opens	27	MO		27	TH	Last Day of Classes	27	SA	
28	SA		28	TU		28	TU		28	FR	Reading Day	28	SU	
29	SU					29	WE		29	SA	Final Exams	29	MO	Memorial Day (No Classes, College Closed)
30	MO	Last Day to Drop Classes				30	TH		30	TH		30	SU	
31	TU					31	FR					31	WE	Summer Tuition Due

Adapted from Calendarpedia® www.calendarpedia.com (size 8.5x14")