**Time Management Worksheet**

Directions: Use the time management worksheet to take better control of your time. Using a schedule is helpful for improving your time management skills. The key is to schedule all of your life activities, not just your academic activities. Use the directions below to create your weekly time plan on the reverse side. You should revise/tweak your plan from time to time to adapt to schedule changes and to ensure that you achieve optimal results using your plan.

1. **Schedule your fixed activities first.** Fixed activities include classes and work. The times for these are usually determined in advance and other activities should be scheduled around them. Following your fixed blocks of time, schedule essential daily activities such as commuting, sleeping and eating. Be realistic about the amount of time these will take.
2. **Schedule two hours of study/homework time for every hour you spend in class.** Students enrolled in 12 credits should plan 24 hours of study time. This is a standard advice for college students, but it is a guideline not a hard rule. Depending on the subject and your ability, you may require more or less than the suggested 2:1 guideline. Be advised also that scheduled study time does not take into account wasted time. Breaks, daydreaming, phone calls, texting, and other distractions diminish your scheduled study time so you may need to add time to your study hours to counter these distractions.

**Do not schedule marathon study sessions.** It is more effective to plan 3 sessions of 3 hours each than to plan one long 7 – 8 hour session. In the longer session, you will end up wasting more time because you tell yourself you have plenty of time to accomplish your tasks.

1. **Schedule time to run errands.** This includes time for shopping, paying bills, doing laundry, etc. These things can destroy your plan if you do not include time for them.
2. **Schedule time for fun and relaxation.** It is important to plan down time and time to enjoy yourself because this helps you maintain a balance and helps you avoid burn out. These activities might include strolling across campus or down the street, riding a bike, watching a tv program, visiting a friend, connecting with others on social network, etc. It is important to schedule this time to ensure an efficient time management plan.
3. **Schedule activities with a realistic goal.** Your time management plan will fail if you do not allow enough time for the activities that you need to complete. If you schedule 20 minutes to eat dinner and you end up spending an hour in the cafeteria because you were enjoying the company of a friend, this will have a negative impact on the rest of your schedule.
4. **Schedule some unscheduled time in your plan every week.** Because unexpected things happen, you should allow room for flexibility in your plan. Set time aside as “flex time” or “open time.” This time can be used to respond to emergencies or spontaneous activities. You can also use the time to catch up on things you did not accomplish when unplanned changes caused you to stray from your schedule.
5. **Final considerations:** Consider posting your schedule where you and others can see it as well as keeping a copy in your notebook that you take with you. By posting it, you inform others around of your schedule. They may encourage you to stick to your schedule or you can point to the schedule when they interfere with your schedule.

Consider using technology to help you manage your time. Use your phone’s calendar or download time management apps to help you. The tried and true paper and pencil schedule is a great complement to technology because you will have a physical reminder of your plan.

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