BLACK HAWK COLLEGE

TIME MANAGEMENT

Learning how to manage yourself – your tasks, your attitude
and your choices in relation to time.

TIME MANAGEMENT TIPS:

- There are approximately 10 out of every 24 hours in which you can decide how to use your time (the other hours are spent sleeping, eating, or attending classes). Choose wisely.

- Make a schedule and follow it. Start your schedule by making a record of your fixed activities (classes, meals, work, meetings, etc.) Add in due dates for assignments, tests, papers, etc.

- Decide when you are going to study and put those times in your schedule.

- Schedule the harder study tasks when you are most alert and can concentrate best.

- Make a to-do list and prioritize your list. Use the ABC system to prioritize: rate each item according to its importance/value with A = High importance, B = Medium importance, C = Low importance. Then prioritize or rank order your A's (A1, A2, A3, etc.), B's and C's.

- Plan to really learn the first time; the rest of your study time should be spent reviewing.

- Take time to do things right the first time. Do something daily – don't let things pile up.

- Use down time/waiting time or do two things at once (re-read your notes while waiting for class to start).

- Schedule rewards to increase your motivation and give you a sense of achievement.

- Use the attached weekly time management schedule to plan your schedule or use a daily schedule.

Most students find that their greatest challenge in adjusting to college life and to succeeding in the classroom is in managing their time effectively. This is especially true for community college students who often work long hours. Adult students deal with the additional issues of child care and family and home responsibilities.

When evaluating your schedule, or how you spend your time, you also need to consider your goals and priorities. What is most important in your life, right now-- your family, friends, school, hobbies, or other activities? As you look at **how you spend your time**, ask yourself if this matches **your priorities**.

Even though attending class and completing assignments is a top priority for most students, many find that they are not allowing enough time for their studies. On the average, students should spend about **2 hours of study for each hour of class time**. For example, if you are carrying 12 credits in a semester, you should allow 24 hours per week for study (this includes time for reading, writing papers, preparing projects, reviewing, and for test preparation).

For additional assistance please contact your TRiO Advisor.

Evaluating Your Schedule

This activity will help you to determine how you are spending your time and whether you need to make adjustments in your schedule in order to accommodate your goals and priorities.

1. Complete the weekly schedule that follows, filling in the ways you spend your time as accurately and completely as possible.
2. Once you have completed the schedule, determine how many hours you spend in the following activities:

School

- Time traveling to and from school: _____
- Time in class: _____
- Time spent studying: _____

Work

- Time spent traveling to and from work: _____
- Total hours spent working each week: _____

Family and Friends

- Time spent with family: _____
- Time spent with friends: _____
- Time on the phone: _____
- Other activities (i.e. meetings, church, sports, etc.): _____

Personal Care

- Sleeping: _____
- Cooking/eating _____

- Chores/housekeeping _____
- Personal business (i.e. appointments, etc.): _____
- Exercise/hobbies/leisure activities (TV, internet) _____
- Other _____

A. Total Hours: _____

B. Total Available Hours/Week: _____

Hours Remaining (subtract A from B) _____

Now ask yourself the following questions:

- Have I allowed enough time to do all the things I want/need to do each week?
- Have I allowed enough time for study? **You should schedule at least 2 hours of study for every hour that you are in class**. (12 credits = 24 hours of study per week.)
- What can I do to adjust my schedule so there will be enough time for everything? See your TRiO advisor for assistance!

Planning Schedule for the week of _____

Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 am							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 noon							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 midnight							