

# Time Management

*Dost thou love life, then do not squander time,  
for that's the stuff life is made of.  
--Benjamin Franklin*

There is nothing magical or mysterious about taking control of your time. Basically all there is to managing time is to set realistic goals and to do some planning. It really is that simple. BUT, it takes some discipline and commitment that you may not be used to. Unlike high school where you probably had little choice about your classes and when they were, here at CTI all that is in your control. It's also up to you to figure out how to use all that free time that is now yours. You are now fully responsible for what you do - or don't do - and when you do it.

There are 168 hours in a week (10,080 minutes!) for you to use in any way you choose. If it seems like you don't have enough time to get everything done, it's probably because you're not using the time you do have as effectively as you could. All it takes is a little organization and a plan that fits your goals and needs.

You will find, on the next several pages, some hints for how to manage your time, as well as examples of how to effectively use time schedules. Do the time management quiz to find out for yourself how effective your current time management system is. There are blank copies of the schedules for you to fill in to fit your own personalized needs. Before you actually start scheduling your time on them, make several copies of the blanks so you can use them again and again. If you use these tools, you will find it much easier to accomplish your goals without adding more stress to your life.

## Time Management Quiz

Do you often:	YES	NO
Feel there's just not enough time in a day?	_____	_____
Go to study for a test or work on a project and discover it's going to take twice as long as you thought?	_____	_____
Feel like you rush from one thing to another yet never accomplish a thing?	_____	_____
Over-extend yourself socially and/or volunteer-wise?	_____	_____
End up "cramming" the night before a test?	_____	_____
Know there's a million things you have to do but can't seem to get any of them done during the day?	_____	_____
Feel constantly time-pressured?	_____	_____
Set goals and then never achieve them?	_____	_____
Put off difficult or disliked assignments until the last minute?	_____	_____
Spend a lot of time doing things you don't enjoy?	_____	_____

**To see if you're in control of your time or if it's in control of you, total the number of "yes's" and compare to the following:**

**Score: *If your total number of Yes answers was:***

- 0 - Great! You're highly organized, know your limits, and plan your time accordingly, Well done!
- 1-3 - You manage your time pretty well now but may be slipping up in some areas. You usually stick to a schedule but sometimes over-extend yourself. You need to polish your scheduling skills.
- 4-6 - Watch Out! Your time is slipping away from you! Your time management schedule is sporadic, and before you know it, things are piling up so fast you can't keep track of them. You definitely need to organize your time more carefully.
- 7-10 - Uh-Oh!! You're the typical "where did all the time go?!" candidate. It's "time" for you to learn some time management skills and get in control of your life. Don't wait until it's too late.

**Avoid Scheduling Marathon Study Sessions.** You will learn more and remember more if you study in smaller blocks of time. Try studying for about an hour at a time and take a 10-15 minute break after each hour. Take breaks when you need to.

**Set Clear Starting and Stopping Times.** This will keep you focused on the task at hand.

**Think in Terms of Task When You Study.** Set clear goals for what and how much you will study. For example, "during my English study time, I will outline the first half of my paper." If you reach your goal before your scheduled stopping time, take a break or do something fun to reward yourself.

**Plan for the Unplanned.** Take five minutes today and plan your time for tomorrow. Decide today, as much as you can about, what you will do tomorrow. This will keep you organized and on target with your goals.

**Rethink and Revise your Schedule as Needed.** As the quarter progresses, your needs and priorities may change. Adjust your time accordingly. If your life and your schedule aren't coinciding, re-examine your priorities and your goals.

The following tips on time management will help you keep your life in order. If you follow these tips and stick with them, you're almost guaranteed to have enough time to study, exercise, eat, sleep and have some fun. You are the only one responsible for your time. It is essential that you learn to master your time if you are going to do well in college.

**Use the TME Schedules.** Don't procrastinate. If you put things off, they will pile up on you and make your life much more difficult. Use the weekly schedule for keeping up with your studies, projects and activities. Use the quarterly schedule to keep track of due dates and major events of the quarter.

**Schedule Fixed Blocks of Time First.** This is any regular time during which you know you will be occupied, e.g., classes, meals, sleeping, nightly news, etc.

**Make Up Any Time you "Borrow" From Your Study Time the Same Day.** Free time is not as important as study time.

**Schedule Time for Errands and Miscellaneous Things.**

**Schedule Time for Fun and Exercise.** All work and no play makes for a very dull school life.

**Set Realistic Goals for your Time.** Give yourself enough time to do what you need to do.

## Daily Schedule for the Week of \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
8:00	GET UP! shower - eat	GET UP! shower - eat	GET UP! shower - eat	GET UP! shower - eat	GET UP! shower - eat	SLEEP IN!!!	SLEEP IN!!!
9:00	MAT 151	MAT 151	MAT 151	MAT 151	MAT 151	FREE	LAUNDRY
10:00	MAT homework- review (library)	MAT homework- review (library)	MAT homework- review (library)	MAT homework- review (library)	MAT homework- review (library)		
11:00	(11:15) PSC 101	(11:15) PSC 101	(11:15) PSC 101	(11:15) PSC 101	(11:15) PSC 101		CHURCH
12:00	(12:20 - 3:30) PSY 210	LUNCH	(12:20 - 3:30) PSY 210	LUNCH	LUNCH		
1:00	↓	WORK	↓	WORK	FREE		
2:00	↓	↓	↓	↓	exercise, study, errands, fun, etc.		
3:00	↓	↓	↓	↓	↓		
4:00	exercise -- weights or run	↓	exercise -- weights or run	↓	↓		Back to CTI
5:00	EAT	↓	EAT	↓	↓		
6:00	FREE	6:30 - EAT	FREE	6:30 - EAT	EAT		
7:00	STUDY	STUDY	STUDY	STUDY	exercise, study, errands, fun, etc.		STUDY
8:00	STUDY	STUDY	STUDY	STUDY	↓		STUDY
9:00	STUDY and REVIEW	STUDY and REVIEW	STUDY and REVIEW	STUDY and REVIEW	Date, Socialize, Go Home, etc.		STUDY
10:00	FREE	FREE	FREE	FREE	↓		REVIEW
11:00	FREE	FREE	FREE	FREE	↓	↓	FREE
12:00	MEDITATE BED	MEDITATE BED	MEDITATE BED	MEDITATE BED			MEDITATE BED

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7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							