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Personal Time Survey

How many hours do you spend ...

1. Sleeping each night? _____ x 7 = _____
2. Getting yourself ready each morning? _____ x 7 = _____
3. Preparing & eating meals & snacks daily? _____ x 7 = _____
4. Commuting each weekday? _____ x 7 = _____
5. Commuting on weekend days? _____ x 2 = _____
6. Completing chores, errands, etc.?
_____ x 7 = _____
7. Working per week? _____
8. Attending class per week? _____
9. Socializing, hobbies, leisure, exercise, etc.?

10. Attending regularly scheduled events per week
(clubs, religious services, sports practice, etc.)?

11. Other _____

Now add up the totals ...

Subtract the total from 168 (# of hours per week):

Total _____ - 168 hours = _____ Hours Available to Study

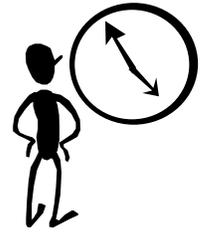
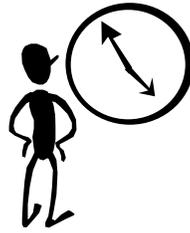
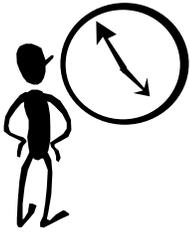
WEEKLY SCHEDULE for week of: _____

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					
11pm					



TOP TIME SAVERS!!

1. Set up a filing system, set realistic goals, buy and use a planner, and prioritize.
2. Set deadlines, divide into workable tasks, and *reward yourself!*
3. Do your best and then *move on!* Keep other tasks in mind.
4. Know your limits and gracefully decline.
5. Try to make tasks meaningful and relate to your own life.
6. Try to exercise, get enough sleep, and eat nutritious foods.
7. Try to socialize only during study breaks or play time.
8. Learn to say no and strive for high quality, not high quantity.
9. Only focus on one task at a time until each is completed.
10. Think in advance – try not to wait until the last minute.
11. Suggest another time to socialize (i.e., a study break).
12. Unplug phone, screen calls, and ask them to call back.
13. Utilize time to read ahead, review notes or just relax.
14. Keep notes on 3x5 note cards and review them in line.
15. Have an alternative study site – quiet, secluded, and well lit.
16. Keep keys, I.D., books, notes, etc. in specific locations.
17. Use positive peer pressure to change habits or leave.
18. Keep your room clean, organized and free of clutter.



TOP TIME WASTERS ☹

5= Almost always

4= Much of the time

3= Some of the time

2= Rarely

1= Not a problem

____ 1. Lack of organization/ planning

____ 2. Procrastination

____ 3. Unnecessary perfectionism

____ 4. Inability to say no

____ 5. Fatigue

____ 6. Excessive socializing

____ 7. Attempting too much at once

____ 8. Excessive internet use/ gaming

____ 9. Completing low-priority tasks first

____ 10. Management by crisis

____ 11. Unexpected visitors

____ 12. Telephone calls & interruptions

____ 13. Idly waiting on someone else

____ 14. Waiting in line

____ 15. Distractive study area

____ 16. Losing something

____ 17. Unproductive study groups

____ 18. Clutter/ chaotic living or study space



Tips for Time Management

- 🕒 Do a personal time survey periodically & evaluate your use of time**
- 🕒 Learn to say “no”**
- 🕒 Establish realistic goals**
- 🕒 Prioritize**
- 🕒 Multitask (within reason)**
- 🕒 Break up larger tasks into more manageable pieces**
- 🕒 Get organized**
- 🕒 Write it down**
- 🕒 Fight procrastination**
- 🕒 Expect the unexpected**
- 🕒 Eliminate time wasters**
- 🕒 Know yourself**
- 🕒 Take care of yourself**
- 🕒 Reward yourself!!**

PERSONAL ACTION PLAN FOR TIME MANAGEMENT

In my commitment to changing my time management habits, I propose to make the following changes in the next 2 weeks based on what I have learned today:

1.

2.

3.

I have identified the following as obstacles that might prevent me from implementing the above changes:

1.

2.

3.

I plan to overcome these anticipated obstacles by:

1.

2.

3.