

Study Smarter, Not Harder

Time Management: Scheduling Your Time Task List

CHECK EACH STATEMENT AFTER YOU HAVE COMPLETED THE TASK.

I. LONG-TERM PLANNING: KEEP THE BIG PICTURE IN MIND USING A SEMESTER CALENDAR.

1. OBTAIN A SEMESTER CALENDAR.
2. RECORD DEADLINES OR DUE DATES OF ALL EXAMS, MAJOR PAPERS, AND PROJECTS USING PENCIL.
3. ANTICIPATE TIME AND TASKS NEEDED TO COMPLETE ALL HIGH PRIORITY ITEMS.

II. WEEKLY PLANNING: SET UP A WEEKLY SCHEDULE TO ALLOW ADEQUATE STUDY TIME.

1. OBTAIN A WEEKLY SCHEDULE
2. RECORD ALL FIXED TIMES (E.G., CLASSES, WORKING, EXERCISING, TEAM PRACTICE, WORSHIP, REGULAR NIGHTS OUT) USING **COLOR ONE**.
3. RECORD ALL LIFE-SUPPORT TIMES (E.G., SLEEPING, EATING, PERSONAL HYGIENE) USING **COLOR TWO**.
4. IDENTIFY STUDY TIMES FROM THOSE HOURS THAT REMAIN. SCHEDULE TWO (2) HOURS OF STUDY FOR EACH HOUR YOU ARE IN CLASS. RECORD THESE STUDY TIMES USING **COLOR THREE**.
5. ASSIGN SEGMENTS OF STUDY TIME TO SPECIFIC SUBJECTS.
6. SCHEDULE LEISURE TIME AND RECORD IT USING **COLOR FOUR**.
7. EVALUATE THE EFFECTIVENESS OF YOUR WEEKLY SCHEDULE PERIODICALLY TO MAKE SURE YOU ARE DOING YOUR BEST TO BALANCE THE DEMANDS OF SCHOOL, WORK, AND YOUR PERSONAL LIFE ACCORDING TO YOUR PERSONAL PRIORITIES. MAKE CHANGES AS NEEDED.

III. DAILY PLANNING: USE A DAILY TO-DO LIST TO ENSURE TASKS GET ACCOMPLISHED

1. USE A SMALL CALENDAR OR NOTEBOOK WITH DATES ENTERED.
2. WRITE IN SEMESTER DEADLINES FROM YOUR SEMESTER CALENDAR.
3. TRANSFER YOUR FIXED, LIFE SUPPORT, STUDY, AND LEISURE TIMES FROM YOUR WEEKLY SCHEDULE.
4. MAKE A DAILY LIST OF GOALS YOU NEED TO ACCOMPLISH BASED ON YOUR PRIORITIES.
5. STAY ABREAST OF ALL ASSIGNMENTS AND APPOINTMENTS AND MARK OFF ACTIVITIES AS YOU COMPLETE THEM.
6. REWARD YOURSELF AS YOU COMPLETE YOUR TASKS AND ACCOMPLISH YOUR GOALS.

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Time Management: Weekly Time Management Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7 a.m.							
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11 a.m.-12 p.m.							
12 -1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							
9-10 p.m.							
10-11 p.m.							
11 p.m.-12 a.m.							
12 -1 a.m.							
1-2 a.m.							
2-3 a.m.							
3-4 a.m.							
4-5 a.m.							
5-6 a.m.							

Key:	
Fixed Times	Color
Class	
Work	
Other Fixed (church, workout, commuting, etc.)	
Life Support (sleep, hygiene, meals, etc.)	
Study Time	
Leisure Time	

Courses:		
Dept. and Number (BIO 151)	Credit Hours	Study Hours

Source: *Time Management Skills: Weekly Time Management Schedule* – materials borrowed from Heartland Community College

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Time Management: Weekly Time Management Schedule SAMPLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7 a.m.	HPR 101	HPR 101	HPR 101	HPR 101	HPR 101	Life Supp	Life Supp
7-8 a.m.	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp
8-9 a.m.	HIST 101	Leisure	HIST 101	Leisure	HIST 101	Life Supp	Life Supp
9-10 a.m.	MATH 205	MATH 205	MATH 205	MATH 205	MATH 205	Life Supp	Life Supp
10-11 a.m.	Study	Life Supp	Study	Life Supp	Study	Leisure	Leisure
11 a.m.-12 p.m.	Life Supp	Work	Life Supp	Work	Life Supp	Life Supp	Life Supp
12 -1 p.m.	Study	Work	Study	Work	Study	Leisure	Leisure
1-2 p.m.	ART 101	Work	ART 101	Work	ART 101	Leisure	Leisure
2-3 p.m.	Study	Work	Study	Work	Leisure	Leisure	Study
3-4 p.m.	Study	Leisure	Study	Leisure	Leisure	Leisure	Study
4-5 p.m.	Study	Leisure	Study	Leisure	Life Supp	Life Supp	Leisure
5-6 p.m.	Life Supp	Life Supp	Life Supp	Life Supp	Work	Work	Leisure
6-7 p.m.	Study	Study	Study	Study	Work	Work	Life Supp
7-8 p.m.	Study	Study	Study	Study	Work	Work	Leisure
8-9 p.m.	Leisure	Leisure	Leisure	Leisure	Work	Work	Leisure
9-10 p.m.	Leisure	Leisure	Leisure	Leisure	Work	Work	Leisure
10-11 p.m.	Life Supp	Life Supp	Life Supp	Life Supp	Work	Work	Leisure
11 p.m.-12 a.m.	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp
12 -1 a.m.	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp
1-2 a.m.	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp
2-3 a.m.	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp
3-4 a.m.	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp
4-5 a.m.	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp
5-6 a.m.	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp	Life Supp

Key:	
Fixed Times	Color
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Work	
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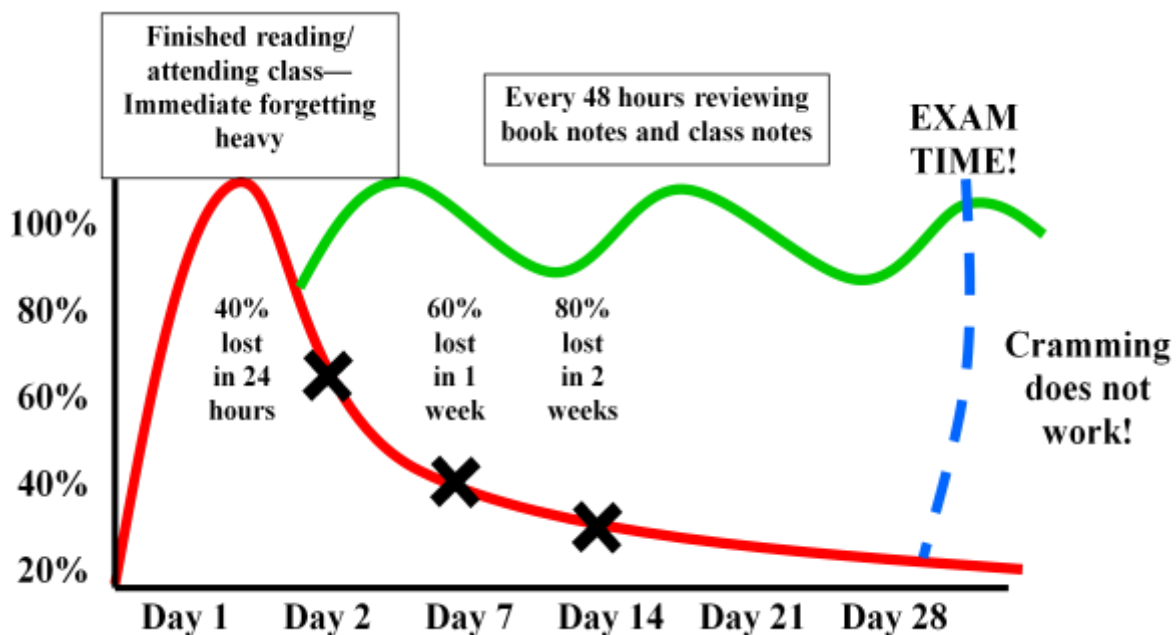
Courses:		
Dept. and Number (BIO 151)	Credit Hours	Study Hours
HRP 101	1	2
HIST 101	3	6
MATH 205	5	10
ART 101	3	6

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Time Management: Words to Manage Your Time by...

- **“TWO FOR ONE” RULE**
 - ALLOW TWO (2) HOURS OF STUDY TIME FOR EACH HOUR SPENT IN CLASS
- **WORK SMARTER, NOT HARDER**
 - DISTRIBUTE YOUR STUDY TIME.
 - STUDYING IN SMALL INCREMENTS SPREAD OVER SEVERAL DAYS YIELDS BETTER RESULTS THAN CRAMMING ALL YOUR STUDY INTO ONE DAY.
 - FOR EXAMPLE, TEN (10) HOURS OF STUDYING IS MORE PRODUCTIVE WHEN IT IS DIVIDED INTO TWO-HOUR SEGMENTS FOR FIVE DAYS OR THREE-HOUR-TWENTY-MINUTE SEGMENTS FOR THREE DAYS THAN WHEN IT IS COMPLETED IN A SINGLE DAY.
 - REMEMBER THE FORGETTING CURVE!



- **WORK BEFORE YOU PLAY**
 - THIS IS A NO BRAINER, ISN'T IT?
- **YOUR DECISIONS ARE A REFLECTION OF YOUR PRIORITIES.**
 - NO ONE CAN TELL YOU HOW YOU SHOULD SPEND YOUR TIME BUT YOU. HOWEVER, YOU NEED TO LOOK AT YOUR ACTIONS AND THINK ABOUT WHETHER THEY REFLECT YOUR PERSONAL AND EDUCATIONAL GOALS.