



# Managing Your Time

**Time management alone is not enough! Part of managing your time is managing your attention!**

## TIPS

When studying at home or school, try these tips to help you stay focused:

- Turn off your phone before you start a study session.
- Work offline whenever possible.
- Allow for two minutes to organize your work area.
- Have a plan for your study session.



## Keep a Calendar or Planner

An inexpensive, pocket-size calendar is easy to carry with you and handy for scheduling commitments, such as classes, labs, and work for the entire semester.

### Weekly

Review your calendar each week and list top priorities, due dates, and important school, work, and family activities.

### Daily

Each day review urgent priorities that must be done by a deadline, such as paying fees, dropping a class, returning a library book, paying taxes, etc.

Consider using your cell phone or email calendar instead of a paper calendar (i.e. Google Calendar).

There are many free online tools and apps to help you. You can even create different calendars and share them with friends or classmates!



## Create a Daily To-Do List

Some people like to create a to-do list for the next day, taking some time at the end of a day to review briefly what they want to focus on for the next day. Others like to create their list in the morning at breakfast or when they first get to school or work.

- Create your list...list the tasks you need to accomplish during the day, and map them out on a daily calendar.
- Prioritize your tasks...you may want to circle or place a number one by the most important priority to make sure it gets done that day.

## Complete Difficult Tasks First

You will feel a sense of accomplishment as you tackle your tough tasks first. Start out with your most difficult subjects, while you are fresh and alert.

Start projects when they are assigned. Do not procrastinate.

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## Organize the Tasks

Divide big projects into smaller tasks and group similar tasks together.

## Prioritize your Tasks and Time!

Focus on your important priorities and say no to activities that do not support your goals.

- Carry note cards with you to review formulas, dates, definitions, facts, and important data.
- Bring class notes or a book with you to review during the 5 or 10 minutes of waiting between classes, for the bus, in

## Study during your High Energy Time

Studying in short segments is much more effective than studying in longer sessions.

## Keep your eye on the final goal – Be Patient and Persistent

Do not try to make too many changes at once, and do not get discouraged if a strategy does not work for you. You are striving for excellence, not perfection.

Change certain aspects until a strategy fits your style. If it works, do it. If not, try something new.



## Most Common Students' Time Wasters

- Hanging out with friends/family
- Facebook
- Instagram
- Twitter
- MySpace
- Texting
- Video games
- Laziness (or lack of motivation)
- Television shows
- Concerts
- Partying
- Sleeping too much
- Talking on the phone
- Lack of planning
- Movies
- Surfing the internet
- Shopping
- Computer games
- Email
- Visitors
- Not getting enough sleep



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## Plan Around Your **“Free Time”**

### Number of Hours Per Day

Sleeping:	_____	<b>X</b>	<b>7</b>
Personal Hygiene (showering, getting dressed, putting on makeup):	_____	<b>X</b>	<b>7</b>
Eating (include preparation time and driving time as needed):	_____	<b>X</b>	<b>7</b>
Driving time (to school and work):	_____	<b>X</b>	<b>7</b>
Spending time with boyfriend or girlfriend:	_____	<b>X</b>	<b>7</b>
Spending time with family and friends:	_____	<b>X</b>	<b>7</b>
Running errands and doing chores:	_____	<b>X</b>	<b>7</b>



### Number of Hours Per Week

At work:	_____
In class:	_____
Extra Curricular activities:	_____
Regularly Scheduled functions:	_____
Socializing, talking on the phone, texting, watching TV, shopping, etc.:	_____



Now, add up all the numbers in the far right columns, and subtract that amount from **168**. This result is the number of hours you have remaining in your week for **STUDYING!**

Total **Study** Time

You may wish to revise the number of hours you spend in other activities of your day and your week, based on your results!





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Take a few minutes to create your own term on a page. This calendar allows you to see the big picture. You will need to have the syllabus from each of your classes and your school's calendar schedule to do this activity properly. Consider including the following items:

**TERM** \_\_\_\_\_ **YEAR** \_\_\_\_\_

MONTH:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

MONTH:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

MONTH:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

MONTH:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday