TIME MANAGEMENT WORKSHEET & TIPS

Do you find yourself studying or doing assignments at the last minute? Are you forgetting to attend appointments or arriving late to things? Are your grades not as good as you would like? Even if you didn't answer “yes” to these questions, you may need help with your time management. Not having good time management is just one reason students do not well in their courses.

Directions: Use the table below to figure out how much time you spend doing every day activities, working, spending time with family/friends, etc. Estimate the amount of your time you spend per activity and multiply it by 7 (where indicated) to determine how much time you spend on that item per week. Once they have all been tallied, subtract the total amount from 168 (total hours in a week) to see how many hours you have left to study.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated Hours per Week</th>
<th>Multiplied by 7</th>
<th>Total Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of hours of sleep each night</td>
<td></td>
<td>x 7</td>
<td></td>
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<tr>
<td>Number of hours of work per week</td>
<td></td>
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<tr>
<td>Number of hours in class/lab per week</td>
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<tr>
<td>Number of hours per day watching TV, gaming, and on the Internet</td>
<td></td>
<td>x 7</td>
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<tr>
<td>Number of hours per week socializing (dating, movies, parties, etc.)</td>
<td></td>
<td>x 7</td>
<td></td>
</tr>
<tr>
<td>Number of hours spent on personal grooming each day (showering, dressing, etc.)</td>
<td></td>
<td>x 7</td>
<td></td>
</tr>
<tr>
<td>Number of hours per day for chores (laundry, dishes, cleaning, errands, etc.)</td>
<td></td>
<td>x 7</td>
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<tr>
<td>Total travel time per week to SJSU</td>
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<td></td>
<td></td>
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<tr>
<td>Total travel time spent going to work, socializing, other activities, etc. per week</td>
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</tbody>
</table>

Add up the number of hours
Subtract the number above from 168 (hours in a week)
The remaining hours are the hours you have allowed yourself to study

STUDY HOUR FORMULA

To determine how many hours you need to study each week, use the following formula:
- Two hours for every hour in class for a less challenging course
- Three hours for every hour in class for an average class
- Four hours for every hour in class for a challenging course (or ones with lab/studio)

Use the above formula for each course taking into account the units for each course.

Example: 4 average classes at 3 units = 12 x 3 = 36
Less challenging course units x 2 = 
Average course units x 3 = 
Challenging course units x 4 = 
Add up the three lines. This is the number of hours needed to study each week for your current courses.

Next, compare the Study Hour Formula Number to your time left from the survey on the top of the page. DO YOU HAVE ENOUGH TIME LEFT TO CONCENTRATE ON YOUR STUDIES? Remember – this is a general guideline. It is not just the quantity that you study, but the quality of time that is important.
SELF-MANAGEMENT HINTS

Daily Schedules, Academic Planners, and the Student Handbook

There are a variety of ways to organize and plan your schedule. If you have an EOP or Student Involvement planner, registration deadlines like critical drop and add dates, refund, etc. are already marked. This is a useful way to track important dates and deadlines in the term. You may decide that your Google calendar works better for you because you can easily access important dates, deadlines and information through a variety of devices.

Be sure to include important academic deadlines, class times, course work due dates, work, activities/clubs, travel, appointments/meetings, childcare, meal times, etc. Then block in your study time. Use the Study Hour Formula on the previous page so you will be able to calculate how much time is needed to study for each course.

If you have scheduled classes with breaks between each class, use this valuable time between class to review class notes, travel between campus locations, and refueling. Don’t forget to schedule in a 10-minute study break for each hour of study.

Learn to Say No

Learning how to politely say no can be a powerful skill. Being aware of your schedule and setting firm boundaries can save you and others a lot of time and worry. Saying no allows you to prioritize and manage your schedule and frees up time for essential tasks. Saying no is not rude if your best interest is at heart.

Learn to Prioritize

Prioritizing your deadlines and activities is critical to being successful in college. Don’t be a procrastinator. A “To-do” list is a good way to determine the order of importance of tasks. Try the ABC Method. Items in area A are the most critical and most urgent. Area B items need completion within a week. Area C items can wait a few weeks to a month. Experiment and develop your own method; just be sure to stick with it.

Set SMART Goals Each Term

A SMART Goal is Specific, Measurable, Achievable, Realistic, and Timely. Setting long-term and short-term goals are keys to success in college. If your long-term goal is to attend medical school, you will need to achieve, measurable short-term goals along the way to celebrate your accomplishments. This strategy will also keep you motivated during your journey.

Combine Several Activities

Maximize the time you have by combining several activities. Complete reading assignments commuting to/from SJSU on the bus or VTA. Try reading assignments while on the elliptical machine at the gym. There are many time savers such as these, be creative!

Adapted from Portland State University Learning Center