

# TAKE CHARGE OF YOUR TIME



College of Southern Idaho Learning Assistance Center  
Department of Academic Development  
<http://www.csi.edu/ip/adc/lap>

## **Time Management Strategies**

- 1. Keep a Calendar.** Buy a pocket-sized calendar to carry with you. This will help you keep track of classes, activities, appointments, leisure time, etc. CSI has a free Student Handbook with a calendar and important dates to know for school.
- 2. Create a Daily To-do List.** List the tasks you need to accomplish during the day and map them out on a daily calendar. Circle or place a #1 by the most important task for the day. When you see important items checked off, you'll be inspired.
- 3. Do the Tough Tasks First.** Start out with your most difficult subjects, while you're fresh and alert. You will feel a sense of accomplishment as you tackle your tough tasks first.
- 4. Break Projects Down into Smaller Tasks.** Begin by seeing the whole project or each chapter as part of a larger system. Then break it into manageable chunks. Set intermediate goals. You will find inspiration in completing smaller tasks, and you will feel more in control.
- 5. Study at Your High-energy Time.** Know your body rhythms and study your hardest subjects during your high-energy time. Use that time to do serious studying, and work that requires thinking, writing, and completing projects.
- 6. Study Everywhere and Anywhere.** Bring class notes or a book with you to review during the 5 or 10 minutes of waiting between classes, for the bus, in line at the grocery store, or waiting for appointments.
- 7. Study in Short Segments Throughout the Day.** This is much more effective than studying in marathon sessions. Your brain is much more receptive to recall when you review in short sessions at various times and often through out the semester.



## More Time Management Strategies

- 8. Get Organized. Manage your time consistently by consistently creating good habits. Keep an academic file that includes your grades and transcripts. Keep a box with tests, papers, and projects. Keep supplies such as paper, notebooks, pens, pencils, etc. available in your study area.**
- 9. Be Flexible, Patient and Persistent. Don't try to make too many changes at once, and don't get discouraged if a strategy doesn't work for you. Give yourself 30 days to develop new habits; if it doesn't work out, try a new strategy.**

## Creating a Weekly Time-Management Schedule

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**Step 1: Write Your Fixed Activities.** These are activities that do not change from week to week. On your weekly calendar, write fixed activities in the appropriate time blocks:

- 1. Class times**
- 2. Work schedule (employment)**
- 3. Meals**
- 4. Special appointments**
- 5. Sleep**

**Step 2: Write your fixed study times.** Allot sufficient time to complete your reading and homework, create study tools, and work on ongoing review.

- 1. Use the 2:1 ratio, which recommends studying two hours for every hour in class. If you are in class 15 hours a week, you would have 30 hours study time. 45 hours!**
- 2. Label each study block to indicate specifically the course you intend to study during that time block. Write in "study English", "study Math", etc.**
- 3. Plan to study one subject for about a 50-minute block of time. After that, take a ten minute break before either continuing with that subject or changing to a new subject.**
- 4. Try to schedule at least one study block every single day.**

**5. Study right *before* a class in which you are expected to discuss information or participate in group activities. Study right *after* a lecture or math class.**



**Step 3: Add several flexible study blocks. Identify 2 or 3 hours each week that you can hold in reserve in case you need additional time to study for a specific class, prepare for a test, or complete a special project. On your weekly schedule, write *flex* for these time blocks. If you do not need flex blocks a certain week, convert them to free time.**

**Step 4: Add time for specific goals and other responsibilities. Any important goals should have time allotted on your weekly schedule so you can work on them. If you do not specifically set aside time, you may find yourself postponing the goals and dabbling at them instead of making steady progress.**

**Step 5: Schedule leisure, family, and social time. After completing steps one through four, the remaining time on your schedule can be labeled *family, social, or leisure*. You can include specific plans, such as “movie”, “family skating”, or “go fishing”, or you can leave the time open and flexible to whatever you are in the mood to do at that time. Having family, social, and leisure time is important for mental and physical health and strong relationships.**

# WEEKLY TIME-MANAGEMENT SCHEDULE

For the week of \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12-6 A.M.							
6-7:00							
7-8:00							
8-9:00							
9-10:00							
10- 11:00							
11- NOON							
NOON- 1:00							
1-2:00							
2-3:00							
3-4:00							
4-5:00							
5-6:00							
6-7:00							
7-8:00							
8-9:00							
9-10:00							
10- 11:00							
11-12 A.M.							