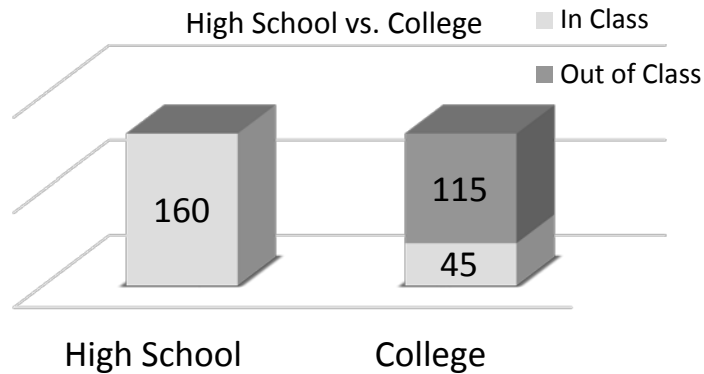


# Tackling Time Management

How much time do you really need?



The old fashioned way of managing your time:

- Use a planner
- See how much time you have/need by plotting your daily tasks on a timetable. Include:
  - Fixed tasks like class and meetings
  - Study time
  - Basic tasks (like meals and chores)
  - Fun and relaxation

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
7:30 AM							
8:00 AM		Breakfast	Workout	Breakfast	Workout	Breakfast	Breakfast
8:30 AM			Breakfast		Breakfast		Breakfast
9:00 AM		Gym	Study	Gym	Study	Admissions events	Church
9:30 AM							
10:00 AM			Linear algebra		Linear algebra		
10:30 AM							
11:00 AM	Brunch	Lunch		Lunch		Lunch	
11:30 AM							
12:00 PM	Study	Lab	Lunch	Lab	Lunch	RVPA meeting	Lunch
12:30 PM			TA mtg		Study	Teaching assistant	J board
1:00 PM				Study		Grocery shopping	
1:30 PM			Biochem lab		Biochem lab		
2:00 PM							
2:30 PM							
3:00 PM							Laundry/study
3:30 PM							
4:00 PM							
4:30 PM		Study	Africana studies	Study	Study		
5:00 PM							
5:30 PM		Design I		Design I	E board mtg/dinner	Study	Study
6:00 PM							
6:30 PM	Practice		Dinner	Dinner	Dance practice	Dinner	Dinner
7:00 PM		Dance practice					
7:30 PM	Dinner/TV						
8:00 PM							
8:30 PM		Dinner					
9:00 PM							
9:30 PM							
10:00 PM	Study	Study	Study	Study	Study		
10:30 PM							
11:00 PM							
11:30 PM							
12:00 AM							
12:30 AM							

See page 2 for a blank version to create your own!

Use technology to your advantage:

- Use the calendar function in your phone
- Apps
  - Todist (free): to-do list and scheduling app
  - inClass (free): a scheduling app for assignments and deadlines; can sync audio or visual notes with the app
  - Forest (\$1): prevents distractions from your phone; you can earn coins and cash them in to plant trees around the world
  - Stay Focused (free): a timer that promotes productivity in bursts

## WEEKLY TIMETABLE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							

- 1) List all class meeting times and other fixed obligations (work, classes...).
- 2) Try to reserve 2 or 3 hours of daytime study for each class hour. So, for a 3 credit course you will reserve 6-9 hours of study time per week outside of the classroom. Consider the difficulty level of each course and schedule accordingly.
- 3) Reserve time for meals, exercise and free time.
- 4) Add in time wasters like online surfing, facebook, etc...