Time Management

**One of the most important study skills in college is time management. Many students earn grades below potential because of poor time management skills. One model for organizing time in college centers around the 8-hour workday.**

**The 8-hour per day model for managing time in college has you in class or studying for 8 hours per day. These are the same 8 hours you will be putting in each day if you weren’t in college, only this time you will be self-employed.**

**Most students are in class 2 to 3 hours per day (not counting labs). This leaves 5 to 6 hours per day for studying – reading textbooks, taking notes, revising notes, building and practicing solutions to problems, and reciting and self-testing on existing notes, etc. Students who spend 5 to 6 hours per day studying usually do quite well in college. Looking at another factor:**

***The 8 hours per day model leaves every evening and weekend free from studying!***

**Prepare**

**Record all fixed time commitments** on your WEEKLY CALENDAR:

* Record all classes, appointments, meetings, meals, work and activities.
* Create and record specific times that you plan to study during the week—especially during available blocks of time between classes. **Do not plan to study more than 2 hours in one block.**
* Total should be 8 hrs./day and 40 hrs./ week on the job as a student

Record on your SEMESTER AT A GLANCE CALENDAR all assignments, tests, papers, and projects from your syllabus or as soon as you receive them in class. This calendar will be used to update your WEEKLY CALENDAR and should be posted where you can see it every day (e.g. above your desk).

Record all daily tasks that you need to accomplish on a “To Do” list. Break down large assignments into smaller, more manageable tasks that can be completed in one sitting. Make your tasks specific and measurable. For example, “Read history textbook pages 114-132.”

Follow-through

Start with the highest priority tasks. Avoid the temptation to start with easier, lower priority tasks that give you a false sense of accomplishment.

Check off completed tasks. Make every effort to complete all tasks during that week. Anything that is not checked off by the end of the week should be carried over to the next week, but only when absolutely necessary.

Use small blocks of time between classes or waiting for an appointment to review your “To Do” list and make progress toward completing these tasks.