



## TIME MANAGEMENT WORKSHEET

### A WEEKLY TALLY

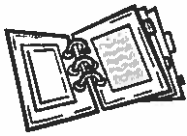
ACTIVITY:	TIME NEEDED:
Credit Hours this Semester:	_____
Study Hours (2 x credit hours):	_____
Sleep/Naps (7 x ____ hours/day):	_____
Meals (7 x ____ hours/day):	_____
Hygiene (7 x ____ hours/day):	_____
De-stress Activities (7 x ____ hours/day): (Ex. exercise, reading, TV, video games, hobbies, etc.)	_____
Communication Activities (7 x ____ hours/day): (Ex. personal phone calls, e-mailing, text messaging, etc.)	_____
Work/Volunteering (total hours/week):	_____
Regularly Scheduled Activities (total hours/week): (Ex. church, piano lessons, meetings, sports, etc.)	_____
Commute/Travel Time (total hours/week):	_____
Family Commitments (total hours/week):	_____
Friend Commitments (total hours/week):	_____
Household Duties & Errands (total hours/week): (Ex. mowing the lawn, laundry, grocery shopping, etc.)	_____
<b>Total # of Hours You Need in a Week:</b>	_____
<b>Number of Hours in a Week:</b>	_____ (168) _____

#### HOW DID YOU DO?

**Under 168 Hours:** You appear to have EXTRA TIME

**OR**

**Over 168 Hours:** You appear to be OVER-COMMITTED



## TIME MANAGEMENT: Creating a Master Schedule

### ★ What is a master schedule?

It is a type of schedule that reflects fixed and flexible events. It can be created just once a semester or can be done at the start of each new week. With this visual guide, you can devise any type of game plan that is do-able for YOU!

### ★ Why should I schedule my time?

Students who intentionally map out their days usually have numerous commitments to juggle, AND they want to maximize their time so as not to “give up” anything. Plus, a schedule helps to minimize decision-making on “what should I be doing right now?” – the result can lower stress and anxiety. Who doesn’t want that?!

### ★ Where do I start?

A master schedule should include fixed priorities – which vary from person to person – as well as flexibility. A suggested format for the attached blank grid is as follows:

#### **FIXED TIMES:**

1. Fill in all regularly scheduled class and lab times
  2. Fill in all regularly scheduled work/volunteer hours
  3. Fill in all regularly scheduled activities (meetings, study groups, sports practice, piano lessons, church, etc.)
  4. Fill in times for sleeping, eating, and personal hygiene
  5. Fill in commute times to and from the above activities
- \*\* If you’re a parent, remember to schedule in your children’s required activities!

#### **FLEX TIMES:**

1. Fill in one important “fun for me” activity for the week (more later!)
2. Fill in time for pre-class and post-class mini-reviews (10-30 minutes each)
3. Fill in time for exercise & “de-stress” activities at least several times a week
4. Fill in blocks for general study
5. Fill in blocks for household duties & errands
6. Leave open blocks for the “un-expected” (and used for extra studying when needed - like midterms & finals)
7. And finally....fill in times for a few more “fun for me” activities!

★ **Final Tips:**

1. You have 168 hours/week to utilize wisely or waste – the choice is yours
2. Maintaining a schedule is not a matter of “will power” but developing a positive and productive life-long habit
3. Exceptions to your schedule will occur, but after wards, return to the plan
4. Make several copies of your schedule and place in visible areas
5. Don’t neglect the importance of weekend time
6. Try the “two-fer” approach by combining activities when possible – studying while you are doing laundry, for example
7. Share or divide duties with other family members in order to free up extra time in your master schedule
8. When determining study time, you should figure 2 hours per credit each week – thus, 12 hours of classes translates to 24 hours of study time weekly!
9. To keep motivated, remember your short and long term goals
10. Overestimate the time you need to complete a task in order to avoid stress later on
11. Break large, daunting tasks into smaller, manageable mini-tasks
12. Identify your times of peak energy and tackle the “toughies” when you are at your best
13. Try to study on campus in order to maximize your resources
14. Tell others about the importance of your plan – easier to say NO
15. Take care of yourself to keep up your energy and a positive attitude
16. Determine and minimize your distractions – yep, people count!
17. Always have a book or flash cards with you
18. Don’t hit the snooze on your alarm
19. If you aren’t sure where to begin, keep track of your activities on a blank grid for 1 week – this will give you a launch point to create your schedule
20. Visit the Connect to Success Office!



**FOR MORE ACADEMIC STRATEGIES & TIPS, STOP BY THE CONNECT TO SUCCESS OFFICE:  
Office #1655 or [dana.kobold@rrcc.edu](mailto:dana.kobold@rrcc.edu) or 303.914.6317**

Content adapted from the University of South Carolina website



**MY MASTER SCHEDULE**

**SEMESTER/WEEK OF:**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
<b>6:00am</b>							
<b>7:00am</b>							
<b>8:00am</b>							
<b>9:00am</b>							
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<b>12:00am</b>							

**MISCELLANEOUS NOTES:**