

# Time Management Techniques

Welcome to college! You are allowed to take as many units as you want and work as many hours as you like. Many students do this. They work 40 hours a week and take 12 units. Soon they find that they are failing or dropping classes, getting sick, are chronically tired, depressed and feeling like a failure. In short, they are over committed. When you are over committed, you commit academic suicide.

We don't want you to waste your time, money, and energy in school. We don't want to see you fail. We want to welcome you to college and we want you to succeed. You can succeed if you learn how to manage your time.

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## Warning Signs For Academic Suicide

1. You fall asleep in class
2. You continually come to class late or skip class all together.
3. You are satisfied with C and D grades.
4. You wait until the night before assignments are due to work on them, and often stay up all night completing them.
5. You drop some of your classes.
6. You feel that you will never find a solution to all of your problems.
7. You feel stressed, sick, and/or exhausted all of the time.
8. You feel that your parents, boss, teachers etc. are against you.

**PART I:** My Life Time - For each category below calculate the number of hours per week you spend doing each activity. For example, if you sleep 8 hours a night, multiply 8 X 7 and write 56 in the space next to "Sleep".

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|--|-------|
| 1. Work  | _____ |
| 2. Sleep   | _____ |
| 3. Meals (include prep time, clean-up...)  | _____ |
| 4. Travel Time (to and from school, work...)                                     | _____ |
| 5. Chores (laundry, house cleaning, yard work...)                                | _____ |
| 6. Social Time (time with friends, talking on the phone, going to movies, TV...) | _____ |
| 7. Personal Time (bathing, brushing teeth, getting dressed...)                   | _____ |
| 8. Hobbies / Exercise (bike riding, jogging, reading...)                         | _____ |
| 9. Errand Time (grocery shopping, paying bills, visiting payroll officer...)     | _____ |
| 10. Extracurricular Activities (clubs, sports, student government...)            | _____ |
| 11. Family (caring for children, parents...)                                     | _____ |
| 12. Other  | _____ |
| <b>SUBTOTAL</b>  | _____ |

Take your subtotal and write it in the space labeled "subtotal" below. Subtract it from 168. Your answer represents the number of hours you have remaining for "School Time", that is, class and studying time. Remember, your number cannot be greater than 168. It is physically impossible. There are only 24 hours in a day, 168 hours in a week!

$$168 - \frac{\text{_____}}{\text{("Subtotal", from above)}} = \frac{\text{_____}}{\text{("School Time")}}$$

**PART II:** Now it is time to calculate how many units you can take and succeed. Take the “School Time” you just calculated from part I and write it in the space labeled “School Time” below. Divide the “School Time” number by 3. This will give you the number of units you can take and not commit academic suicide.

$$\frac{\text{_____}}{\text{("School Time")}} \div 3 = \frac{\text{_____}}{\text{(units per semester)}}$$

**PART III:** The Carnegie Foundation, whose purpose is to study education, has determined that for students to earn an average grade of “C” they need to spend 2 hours studying outside of class for every hour (a.k.a. unit) that they spend in class. So if you take a 4 unit class you can plan on spending 4 hours a week in class (more if it is a lab class), and an additional 8 hours a week outside of class\*. If you want to earn a higher grade than a “C” you need to spend even more time studying outside of class. To figure out the minimum number of hours you need you need to devote to “School Time” complete the following:

1. I am enrolled in \_\_\_\_\_ units.
2. I will be in class for \_\_\_\_\_ hours each week.
3. I will need to study for \_\_\_\_\_ hours outside of class each week (= 2 x units).
4. Total “School Time” (add lines 2 and 3) that I am committed to \_\_\_\_\_.

Do the number of units you should be enrolled in (from part II) equal the number of units you just calculated?

Are you over committed?

By how many hours are you over committed?

Remember, school requires more time than many people think. If you are over committed, what are you going to cut so that you will not commit academic suicide?

\* Some consider 3 hour labs to include 1 hour of class time and 2 hours of “outside of class time”.

Note: Few of us can sustain a long term commitment to excellence if our time commitments exceed 54 hours per week. The following chart is a helpful tool for you to use to estimate the number of units that you may be able to take and succeed given the number of hours that you work.

<u>If You Work:</u>	<u>Take No More Than:</u>
40 hours per week	6 units
30 hours per week	9 units
20 hours per week	12 units
10 hours per week	15 units
0 hours per week	18 units

**PART IV:** Now that you have determined the amount of time needed for ALL of your activities and made the appropriate adjustments to avoid committing academic suicide the next step is to map out “when” you can do each activity. Use the next page to block out times you are in class, at work etc. Then schedule in times for studying and stick to it.

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

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