TIME MANAGEMENT SCHEDULE

TIME	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

NAZARETH COLLEGE

CENTER FOR STUDENT SUCCESS

How to Use the Time Management Worksheet

PART A: Identify Obligated Time

1. Jot down all your class times.
2. Identify your work hours.
3. Fill in any other regular appointments (practice time, club meetings, extra-curricula's etc.).
4. Fill in your meal times.

PART B: Identify Free Time

1. Assign study time for each class.
2. Also assign yourself regular study breaks.
3. Schedule time to have fun!

PART C: Analyze Your Situation

1. Have you found "hidden time" you didn't know you had?
2. Is there enough time available to study for all your classes?
3. If you are having trouble finding hidden time or study time (or simply feel overwhelmed), contact the Center for Student Success to make a coaching consultation appointment.
4. If your schedule looks reasonable, then stick to it!

Definition of Student Success:

The true measure of student success is how well students are prepared to accomplish their current and future academic, personal, and professional goals through the development of knowledge, a sense of responsibility and self-reliance, and a connection to the college and wider community.

Learning Outcome:

Informed Decision-Making: By completing this personal time worksheet you are exhibiting the student success learning outcome of informed decision-making. This encompasses the thoughtful seeking out of relevant information and the acceptance of responsibility for yourself and your decisions.