

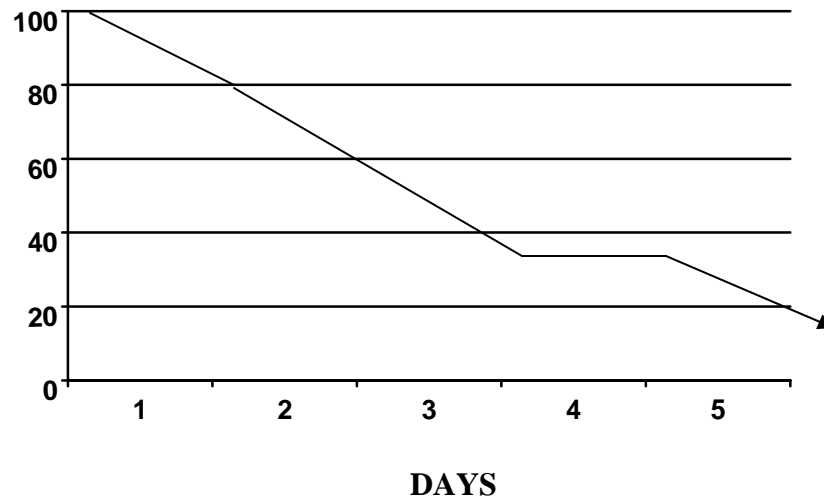
# TIME MANAGEMENT

## *Seven Hints on Time Planning*

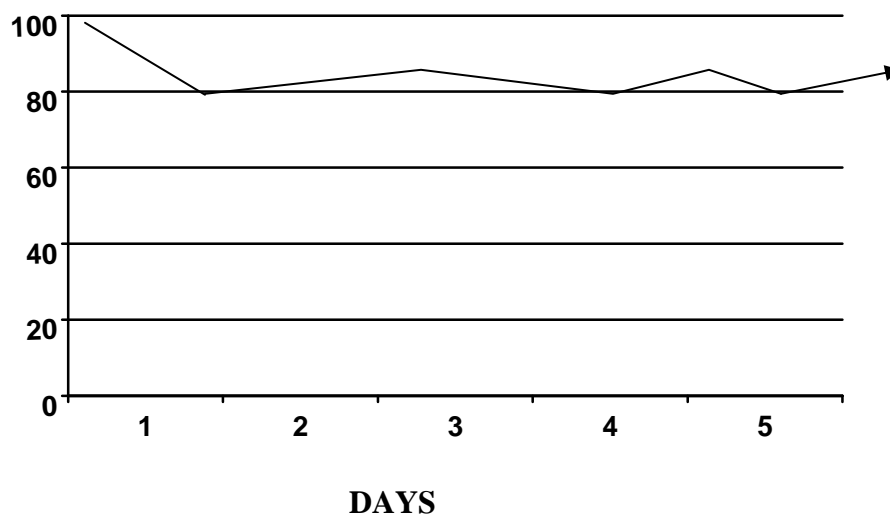
1. **BUILD YOUR SCHEDULE AROUND YOUR FIXES TIME COMMITMENTS.** Some activities have fixes time requirements and others are flexible. The most common which you must consider are:  
FIXED: Eating, Organizations, Classes, Church, Employment  
FLEXIBLE: Sleeping, Study, Recreation, Personal Grooming
2. **PLAN SUFFICIENT STUDY TIME TO DO JUSTICE TO EACH SUBJECT.** Most college classes are planned to require about two hours of outside work per week per credit hour. By multiplying your credit load by two, you can get a good idea of the time you should provide for studying. Of course, if you are a slow reader, or have other study deficiencies, you may need to plan more time in order to meet the competition from your classmates.
3. **STUDY AT A REGULAR TIME AND IN A REGULAR PLACE.** Establishing habits of regularity in studying is extremely important. Knowing what you are going to study, and when, saves a lot of time in making decisions, finding necessary study materials, etc. Avoid generalizations in your schedule such as “study”. Commit yourself more definitely to “study History” or “study Chemistry” at certain hours.
4. **STUDY AS SOON AFTER CLASS AS POSSIBLE.** Check over lecture notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate. Remember, one hour of study immediately after class is probably better than two hours of study a few days later.
5. **UTILIZE ODD HOURS FOR STUDYING.** Those free one or two hours between classes are easily wasted. Using them for studying will result in free time for recreational activities later on.
6. **STUDY NO MORE THAN TWO HOURS ON ANY ONE COURSE AT ONE TIME.** After studying for two hours you begin to tire and your ability to concentrate decreases rapidly. To keep up your efficiency, take a break and then switch to studying another subject.
7. **BORROW TIME – DON’T STEAL IT.** Whenever an unexpected activity arises that takes up time you had planned to use studying, decide immediately where you can trade for “free” time to make up the missed study time and adjust your schedule for that week.

# HOW WE FORGET

We learn something 100% the first day and by the fifth day we don't remember all that was learned.



Intensive study coupled with daily review would change the graph to look something like this:



With a proper study schedule, we can remember from 70 % to 90 % what we learned initially.

## ACTION GUIDELINES FOR TIME PLANNING

1. Have a self time. Set up (and faithful keep) a time each day or week when you can think about your plans and analyze your performance in the past.
2. Write down what you must do either on a notepad, daily schedule, calendar, or all three
3. Be organized before you begin a task. Have materials, data, books, etc. ready
4. Complete your most important task before moving to the next and give it total attention. If you don't have time to do it right, when will you have time to do it
5. Schedule regular work session for 3 or more hours if possible. Inform family, friends, or colleagues not to interrupt during these sessions.
6. Pick up a "Do Not Disturb" sign and place it outside the closed door of your office or work room
7. Use odd hours during the day for study. Anticipate when and where you could be forced to wait. Take class notes and/or reading with you and review
8. Allow 10-15 minutes before each class for preview and the same amount of time following each class for review. Also schedule a weekly review of all notes and reading assignments for each course
9. Anticipate unforeseeable and allow additional time to meet unexpected occurrences.
10. Do not be a crisis manager where you try to do too many things in too few hours (e.g. cramming for tests). This adds up to: poor work, minus results, emotional straining and stress for yourself and others around you
11. Make plans actually happen by rewarding yourself after you've stuck to your plan or punishing yourself when you haven't
12. Be realistic about your plans
13. Allow time in your plans for recreation
14. Be a skillful listener. We usually forget 2/3 of what we hear immediately after we hear it
15. Be considerate of other people's time

# IT'S ABOUT TIME!!!! ASSIGNMENT SHEET

Course: \_\_\_\_\_

Assignment	Date Due	Time Required	Start By	Completed

1. Learn to estimate how much time it will take you to do certain assignments. Time your reading to see how many pages you read per hour. Notice how long it take you to write a paper, to answer study question, etc.
2. Remember that library research always takes more time than you think it will. Estimate how long it will take and add 2 hours.
3. Count back from the due date to find a starting date that will allow plenty of time to complete the assignment. Add one or two extra ours to allow for interruptions.
4. Find the time you need by consulting your master schedule.
5. Use the time you have found to complete the assignment. If something interferences, find another time. Remember you can borrow time, by you shouldn't steal it.

## OVERCOMING PROCRASTINATION

1. Set up a contract yourself. Set up goals and turn goals into specific achievable tasks. Work for specified rewards. Make something you normally do and enjoy contingent upon doing the avoided task. Penalize self for not doing tasks. Use a Profit-Penalty System or a combination of the above.
2. Set up reminders. Signs, slogans, notes, lists, etc.....
3. Bits and pieces approach. Do little bits of pieces of delayed task to reach the major goal rather than an all or nothing approach
4. Riding the wave of inertia – when you get going, keep going even if it involves switching tasks.
5. Five-Minute Plan. Agree to start a project and stay with it for 5 minutes..... consider another 5 minutes at the end of the first, etc.....
6. Do it when you think of it.
7. Establish a set time for a routine. Procrastination often leads to disorganized life. Make a schedule and keep to it. Get into a routine.
8. Modify your environment. Change your environment to make it more conducive to working. Move yourself to a more conducive environment for working.
9. Make an appointment to study with a friend who doesn't have difficulty studying.
10. Remind yourself of the consequences of procrastination....emotional and physical. Recognize and alter self defeating beliefs.
11. Modify immobilizing and avoidance-producing self talk based upon:
  - Demandingness; perfectionistic thinking
  - Anxiety and catastrophizing
  - Anger; impatience
  - Extreme needs for approval
  - View of self as inadequate or worlds too difficult
12. Recognize that we all are procrastinators at some point in time. Avoidance behaviors such as watching TV, visiting with friends, or sometimes even doing the dishes or washing the car can be controlled if you recognize that they are avoidance behaviors.
  - Start by taking responsibility for yourself
  - Write out a plan for yourself
  - Set yourself up for success
  - Give yourself time for change
  - Expect and forgive backsliding

## TIME MANAGEMENT SCHEDULING FORM

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FLEXIBLE: Sleeping, Study, Recreation, Personal Grooming

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
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