

**ASSESSMENT CASE****Formal Report on Time Management****Terms of Reference**

As part of my Study Skills portfolio, Julie Wherle has asked me to construct a weekly time table which is a middle between what is an idealized hours of study time. It must show a balance of interests and achievable short-term study goals to center towards the long-term objective of academic success in the Access course.

**Procedure**

I started by constructing two time audits in the form weekday and weekend. Then divided the half-hour time slots between the categories "Fixed time", "Moveable", "Leisure", as my week worked before the start of the Access course. Next I calculated the hours spent and converted it into percentage of time spent, using the formula  $\frac{\text{Hours}}{\text{Total}} \times 100$ . When I completed the audits I was able to put the information in a timetable, this time adding the category "Study time" and using the formula  $\frac{\text{Hours}}{\text{Total}} \times 100$  hrs in a week. 100 is convert into percentage.

**Findings****Weekday Audit**

- Fixed Time = 18.5 hrs = 65%
- Moveable = 4.5 hrs = 15%
- Leisure = 4 hrs = 13%



Fixed Time  
Moveable  
Leisure