

ASSIGNMENT ONE**Email Research on Time Management****Terms of Reference:**

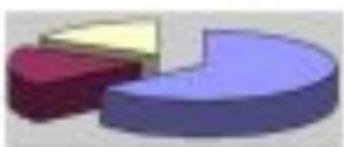
As part of my Study Skills portfolio, Julie Hwang has asked me to construct a weekly time table which is to include between twelve to eighteen hours of study time. It must show a balance of interests and achievable short term study goals to cater towards the long term objective of academic success in the Access course.

Procedure:

I started by conducting two time audits in the form, weekday and weekend. Then divided the half hour time slots between the categories "Free time", "Involvement", "Sleeping", as my week worked by time per week of the Access course. Next I calculated the hours spent and converted it into percentage of time spent, using the formula $(\text{Hours} / 48) \times 100$. When I completed the audits I was able to put the information in a spreadsheet, then time editing the category "Study time" and using the formula $(\text{Hours} / 168) \times 100$ to convert into percentage.

Results:**Weekday Audit:**

- Free Time = 18.0 hrs = 60%
- Involvement = 6.0 hrs = 19%
- Sleeping = 8.0 hrs = 10%



Free time	60%
Involvement	19%
Sleeping	10%

