

Personal Time Survey

To begin to maximize your time, you must learn self-management or how to manage yourself. The Personal Time Survey will help you estimate how much time you spend in typical daily activities. The remaining hours are the hours you have allowed yourself to study!

Directions: In the table below, estimate the amount of time you spend per daily activity and multiply it by seven (except where indicated) to determine how much time you spend per week. After each item's weekly time has been calculated, add all the times for the total. Subtract this from 168, the total number of hours in a week. You may be surprised what you learn and where your "time wasters" are.

Number of hours of sleep each night:		times 7	=
Number of hours of work per week:			=
Number of hour in class/lab per week:			=
Number of hours per day watching TV, gaming, and on the Internet (Facebook, chat, personal e-mail, etc.):		times 7	=
Number of hours per week for regularly scheduled activities/clubs (working out, church, sports, club meetings, etc.)			=
Number of hours per week spent socializing (dating, parties, etc.) BE HONEST!			=
Number of hours spent on personal grooming each day (showering, dressing, etc.)		times 7	=
Number of hours for meals (including prep, eating, cleanup, etc.)		times 7	=
Number of hours per day for chores (laundry, errands, cleaning, etc.)		times 7	=
Total travel time on weekdays		times 5	=
Total travel time on weekends			=
Add up the number of hours			=
Subtract the number above from 168 (hours in a week)			- 168
The remaining hours are the hours you have allowed yourself to study!			

Study Hour Formula

To determine how many hours you need to study each week, use the following formula:

- Two hours per hour in class for a less challenging course
- Three hours per hour in class for an average class
- Four hours per hour in class for a challenging course

Use the above formula for each course taking into account the credit hours for each course.

Example: 3 average classes at 4 credit hours =	12	times 3	= 36
Less challenging course credit hours		times 2	=
Average course credit hours		times 3	=
Challenging course credit hours		times 4	=
Add up the three lines. This is your number of hours needed to study each week.			



Self-Management Hints

Daily Schedules, Academic Planners, and the Student Handbook

There are a variety of styles and strategies of ways to organize and plan your schedule. Registration deadlines and critical (drop and add dates, refund, etc.) so your Student Handbook is a useful way to track important dates and deadlines in the term. You may decide that your Google calendar (pdx.edu) works better for you because you can easily access important dates, deadlines and information through a variety of devices.

Be sure to include important academic deadlines, class times, course work due dates, work, activities/clubs, travel, appointments for health/well-being, childcare, meal times, etc. Then block in your study time. Use the Study Hour Formula on the previous page so you will be able to calculate how much time is needed to study for each course.

Avoid scheduling classes without breaks between each class. Use this valuable time between class to review class notes, travel between campus locations, and refueling. Don't forget to schedule in a 10-minute study break for each hour of study.

Be realistic with how many courses to enroll in; every student is different, but on average, a full-time PSU student should average 15 credit hours per term in order to graduate in four years.

Learn to Say No

Learning how to politely say no can be a powerful skill. Being aware of your schedule and setting firm boundaries can save you and others a lot of time and worry. Saying no allows you to prioritize and manage your schedule and frees up time for essential tasks. Saying no is not rude if your best interest is at heart.

Learn to Prioritize

Prioritizing your deadlines and activities is critical to being successful in college. Don't be a procrastinator. A "To-do" list is a good way to determine the order of importance of tasks. Try the ABC Method. Items in area A are the most critical and most urgent. Area B items need completion within a week. Area C items can wait a few weeks to a month. Experiment and develop your own method; just be sure to stick with it.

Set SMART Goals Each Term

A SMART Goal is Specific, Measurable, Achievable, Realistic, and Timely. Setting long-term and short-term goals are keys to success in college. If your long-term goal is to attend medical school, you will need to achieve, measurable short-term goals along the way to celebrate your accomplishments. This strategy will also keep you motivated during your journey.

Combine Several Activities

Maximize the time you have by combining several activities. Complete reading assignments commuting to/from PSU on TriMet. Try reading assignments while on the elliptical machine at the Rec Center. There are many time savers such as these, be creative!

