

PLANNING BY THE WEEK: TIME MANAGEMENT WORKSHEET

In college, one of the most important skills you need to be successful is knowing how to manage your time. Most college students only have 10-15 hours of class per week, which leaves a lot of unscheduled time. Making a schedule and sticking to it is one of the keys to doing well in your classes. Think of going to school as a job: in the same way that you would schedule time to go to work, you need to set aside time to study and do your homework.

You can use this worksheet to plan out how you're going to manage your time during the semester.

1. First, you need to figure out how much time you need to study:

Write your classes in the column on the left, and then use the course syllabus to look up any weekly/regular assignments that you have due. These could be problem sets, reading assignments, response papers, or just daily studying. Next, think about how much time you'll need to complete each task thoroughly (be realistic!):

Course Title:	Weekly/regular assignments:	Time required each week (not including tests/papers):
English 100	Approx. 50 pages of reading due each class	2 hours before each class to read and review

2. Next, think about other mandatory commitments that you have:

Use this chart to list any other mandatory commitments that you have each week. These could be work, clubs, sports teams, volunteering, etc.

Activity:	Scheduled time each week:
work study	Mondays and Wednesdays 5:00-8:00

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- 3. Now, you can use this information to plan out your weekly schedule on the grid below:**
- First, block off all of your classes
 - Next, block off an non-negotiable extracurricular commitments that you have
 - Then, block off the time for each class that you listed above. Think about when you study best: if you're not a morning person, it's probably not realistic that you'll do reading from 8 to 10 every morning.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
noon							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
midnight							