

managing your time

WORKSHEET 1.3

“I sometimes worry about not being able to fulfill all the responsibilities laid upon my life, as a student and a family member.”

Time Management Questions – complete the worksheet on the next page with answers to these questions.

1. How much sleep do you get each night?
2. Do you work for pay? On-campus or off-campus? How many hours per day or week?
3. When do you eat breakfast? Lunch? Dinner? Snacks? How much time do you spend?
4. How do you get to school? How long does it take you? Is this every day?
5. What is your class schedule?
6. Do you play sports or work out? How much time per day?
7. What amount of time is spent each week on religious practice?
8. Do you shop? (Food, clothes, other: _____); how much time each day/week?
9. Do you have any medical conditions that need attention? On a regular basis?
10. How much time do you spend hanging out with friends?
11. How much time do you spend texting? Playing computer games?
12. Do you have family responsibilities? This would include preparing meals, chores, taking care of children or elders, or other tasks.
13. What time do you set aside for studying? Do you study with music, TV, other distractions?
14. What about studying for tests?
15. What about writing papers?
16. What about working on projects?
17. Do you spend time on something not yet mentioned? List it!

To complete, answer the questions on the previous page.

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

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After you complete the worksheet, answer these questions:

1. Which of these items has times that are established or “fixed”? Examples of “fixed” times are one’s class schedule, travel to and from school, job hours, travel to and from the job, social organizations, sports leagues, religious activities, etc. For these items, you cannot negotiate the items.
2. Which of these items has times that are flexible in when they can be done (“flex”), called “non-fixed items”?
 - a. Identify “flex” hours you will devote to studying and schoolwork. These activities include completing homework, recopying notes, reading the textbook and other course materials, preparing for quizzes and exams, using the library and learning center, etc.
 - b. Identify ten hours a week which you can fit around your “fixed” schedule. Make sure these hours are realistic.
3. How can you make the flexible hours become fixed?
 - a. Add another ten hours that will be used to study and research as needed. These are backup study hours.
 - b. Now you have identified twenty hours per week to be used specifically for schoolwork. So far, activities that have fixed time commitments and set study times have been identified.
 - c. If the backup study hours are not needed in an odd week, you can use them to explore new opportunities on campus: are you interested in conducting research? Have you talked to a career counselor? Have you gone to club meetings to find out about club activities? Have you gone to the gym, or joined a team? Have you found out about the requirements in your major? Did you attend a talk that you saw advertised?
4. Look at the rest of the 168 boxes on the grid for a typical week. You can still have a social life. Look over the weekly grid to see where your busiest days are and where your days have some flexibility. Be pro-active. Look for potential pitfalls, days, or times that are too heavy.
 - a. When can you deviate from this schedule and when can’t you?
 - b. You need to make this clear to your friends and family.
5. Have you already had conflict because of time commitments and expectations?
 - a. When do you find yourself procrastinating?
 - b. Use commuting time to study. What kinds of studying can you do effectively as you commute to and from school?
6. Why is it important to “grab hold” of the 168 hours each week so that you have some control of time?
