



Time Management



Stop by the Center for Academic Resources & Enhancement (Anderson 107) and pick up a Weekly Planning Sheet or print one out online.

Fill out the sheet with all of your "*non-negotiable*" activities for the week (classes, work, club meetings, appointments, etc).

Plan time each week to *exercise*, and for other *recreation*.

Write those on your schedule. Do not forget to use the *hours between classes* during the day, and available *weekend hours*.

Count up the number of hours you are in class each week. Estimate *two hours of study* for every hour in class.

Look at the time that is left, and plan it to get your *studying and homework done*.

Remember to be reasonable with yourself, plan *enough* time to sleep, keep your room clean, run errands, hang out with friends, go to movies, etc.

Keep your schedule as a guideline. *Balance* sticking to your plan with allowing for *flexibility*. (If you barrow from study time for recreation, be sure to pay yourself back by adding study time later in the week.)

Try creating a new schedule *each week*, taking into consideration special events for that week.

