

The 8-Hour Day College Time Management Schedule

One of the most important study skills in college is time management. Many students earn grades below potential or flunk out of college because of poor time management skills. One model for organizing time in college centers around the 8-hour workday.

Without a college degree, you will most likely be working at the entry level in the fast food industry, doing clerical work, or be in a labor-oriented job and at a pay scale near minimum wage. These jobs are fine as long as they are what you **choose** to do. Regardless, you will likely be working 8 hours per day and 40 hours per week if you are not in college.

The 8-hour per day model for managing time in college has you in class or studying for 8 hours per day. These are the same 8 hours you will be putting in each day if you weren't in college, only this time you will be *self-employed*.

Most students are in class 2 to 3 hours per day (not counting labs). This leaves 5 to 6 hours per day for studying – reading textbooks, taking notes, revising notes, building and practicing solutions to problems, and reciting and self-testing on existing notes, etc. Students who spend 5 to 6 hours per day studying usually do quite well in college. Looking at another factor:

The 8 hours per day model leaves every evening and weekend free from studying!

That means you can use evenings and weekends to focus on personal growth activities. On the next page, set up an 8-hour per day model for managing your time in college. Remember that only time in class and studying count toward the 8 hours. **The steps are:**

1. ***Cross off class times***
2. ***Cross off meal times***
3. ***Cross off work or activities times***
4. ***Cross off study times***
5. ***Total should be 8 hrs./day and 40 hrs./ week on the job as a student***

College Schedule Time Controller

Times	Monday	Tuesday	Wednesday	Thursday	Friday		
7:00-7:30am							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30pm							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
4:30-5:00							
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
Hours in Class						Hrs. in class/wk	
Hours Studying						Hrs. studying/wk	
Total Hours as a Student						Total hrs. as a student/wk	

Adapted from: Congos, Dennis H. (2011) *Starting Out in Community College.Chicago, IL: McGraw-Hill*