

TIME MANAGEMENT

My TO DO List

The life of the average student can sometimes resemble a juggling act at a circus: not only is there school, but there may also be work, club meetings, internships, family obligations, and more. Therefore, time management is essential! Each person is going to have their own style of managing time—just as we all have unique lifestyles, personality styles, and learning styles. Furthermore, even when you have a great system in place, you may encounter a class or additional commitments that require you to adjust your methods. Thus, it's important to be aware of and constantly assess the approaches you are using and how they are working for you, as well as be open to alter them when necessary.

Below is a system that I have tweaked over the years and has proven effective for me through undergraduate and graduate school. Whether or not you use this exact time management style is up to you, but there are general guidelines everyone should follow in their time management regimen: looking ahead, planning ahead, being familiar with your assignments, breaking big projects/papers or exams into smaller parts, knowing your availability, designating time to be productive, and (if possible) creating a routine.



Hate going through all the pages of all your syllabi, trying to keep track of everything? Make a chart that combines them so you can see all upcoming assignments at once! *Cross them out as you finish them.

COMBINED SYLLABI CHART – One Stop Reference! LIST OF MAJOR ASSIGNMENTS (Exams, Papers & Projects)

	ENC 1102	MAC 1105	BSC 2010	THE 2000
SEPT	9/14 – Definitions	9/2 – HW 1 9/16 – Exam 1	9/9 – Exam 1	9/11 – Online Quiz 1 9/23 – Play Review Due
OCT	10/14 – Test 1 10/21 – Paper on Play	10/3 – HW 2 10/27 – Exam 2	10/3 – Lab Report Due 10/9 – Exam 2	10/3 – Online Quiz 2 10/16 – Midterm
NOV	11/11 – Project Due 11/18 – Test 2	11/13 – HW 3 11/20 – Exam 3	11/6 – Exam 3 11/20 – Lab Report Due	11/5 – Online Quiz 3 11/20 – Play Review Due
DEC	12/3 – Final Exam	12/2 – Final Exam	12/6 – Final Exam	12/4 – Final Exam



LIST OF HOMEWORK

Each week make a list of all the homework you need to finish or should get started on for the upcoming week. This includes reading chapters, rewriting notes, doing homework problems, researching for papers, making flashcards, etc. Then estimate (over-estimate) how long each thing will take you and make a note of it (in parentheses) next to the assignment.

- HOMEWORK

- **English II:** Finish Reading Macbeth by Shakespeare (2), Write Critique Paper (3)
- **College Algebra:** Read Chapter 4 (2), Do Practice Problems (2), Make Formula Sheet (1)
- **Biology I:** Read Chapters 6 & 7 (5), Make flashcards (1)
- **Theater Survey:** See West Side Story play at UCF Theatre, Write Reflection Paper on Play (2), Read Chapter 2 (2) and Take Online Quiz (1)



The next step is to plan out when you will get everything done. It is not enough to know what needs to be done and by when. You need to look at your schedule and figure out when you will work on each assignment. First write down when you have your other weekly commitments (such as class, work, etc.) when studying is not possible. Then plug in your assignments where there is (enough) time available (taking breaks into consideration) until everything on your list has a place.

MONTHLY

- **SEPTEMBER**
 - o Fill Out FAFSA
 - o Make appointment with Financial Aid Office
 - o Pay RENT and bills
- **OCTOBER**
 - o Sign up for classes!
 - o Doctor's Appointment at 9:30AM (the 9th)
 - o Pay RENT and bills
- **NOVEMBER**
 - o Meet with Academic Advisor
 - o Pay RENT and bills

You can record this in a myriad of ways...

If you are on your computer a lot (checking your e-mail, facebook, and internet surfing)

- o Save it in a Word document on your desk top.
- o Use an online calendar (such as through your e-mail account).

Seeing it a lot will be a constant reminder and motivator! However, there are disadvantages:

- o If Word doc: It's not exactly portable. So, you can e-mail it to yourself and check it on your phone if your cell has e-mail access. Or, you can jot down that days' list on a post-it or scrap paper and carry it in your pocket or bag for reference. Another option is using a calendar system through your phone.

**You can also do a variation of this time management system with a planner if that is your personal preference.*

WEEKLY/DAILY

- **MONDAY**
 - o WORK 9-12
 - o Lunch & Review Math Notes
 - o College Algebra CLASS 1:30-2:30
 - o Biology I CLASS 3-3:50
 - o HOMEWORK
 - English II: Finish Reading Macbeth
- **TUESDAY**
 - o English II CLASS 9-10:20
 - o Attend Bio SI Session 10:30-11:30
 - o WORK 1-4
 - o Attend Chocolate Club Meeting 5-6
 - o HOMEWORK
 - English II: Outline Critique Paper
 - Algebra: Read Chapter 4
- **WEDNESDAY**
 - o College Algebra CLASS 1:30-2:30
 - o Biology I CLASS 3-3:50
 - o Dinner & Review Notes
 - o Theatre Survey CLASS 6-9
 - Ask Question about Extra Credit
 - o HOMEWORK
 - Make some flashcards for Bio
- **THURSDAY**
 - o English II CLASS 9-10:20
 - o Attend Bio SI Session 10:30-11:30
 - o WORK 2-5
 - o Dinner
 - o HOMEWORK
 - English II: Write rough draft of Critique Paper
 - Algebra: Do Practice Problems
- **FRIDAY**
 - o WORK 930-1230
 - o Lunch – Call Writing Center to make appointment for next week!
 - o College Algebra CLASS 1:30-2:30
 - o Biology I CLASS 3-3:50
 - o Go Grocery Shopping
 - o HOMEWORK
 - Go See Play at UCF Theatre at 8pm
 - Write Reflection Paper on Play

SATURDAY

- o 8-10 HOMEWORK
 - Algebra: Make Formula Sheet
- o 10-11 Get Ready
- o 11-12 Eat Lunch
- o 1-5 Volunteer with Pet Rescue
- o 5-6 Dinner
- o 6-8 HOMEWORK
 - Biology: Read Chapter 6
- o 8 - Hang out with Friends

SUNDAY

- o Brunch with Family
- o Do Laundry
- o HOMEWORK
 - Biology: Read Chapter 7
 - Theater: Read Chapter 2 and take online quiz

Yes, you can use weekends to catch up on homework!

See the Possibilities!

Traditional Planner



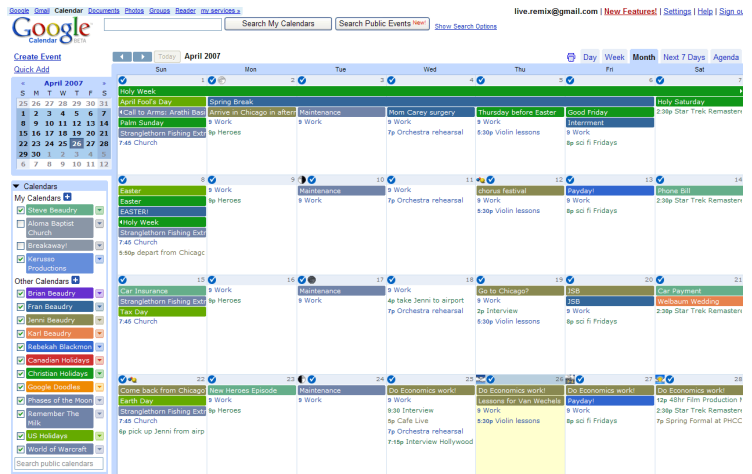
Record due dates & test days here

Write specific assignments here

Phone Calendar



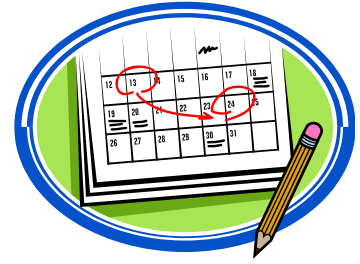
Online Calendar



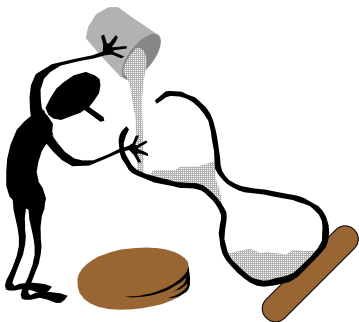
Computer Software Program



General Tips for Time Management:



- Plan ahead! And break up big assignments into smaller, specific, more doable parts.
- Make it a habit to check your To Do list (or planner) regularly.
- Discover the self-discipline within and try to stick with your plan each week. Also, recognize that having a time management system doesn't mean you can't be spontaneous – be flexible and adaptable. If something comes up and you miss something on your list, find another open time slot for it.
- Create an award system for completing things on the list – but don't cheat!
- Double, triple check you got all the right dates from your syllabi.
- Update it on a regular basis (e.g. if your professor postpones a test, be sure to adjust your lists and chart).
- Color code regular events and highlight important events.
- Include notes to yourself (see THURSDAY under CLASS for an example).
- It doesn't just have to be academic – use it as a method for keeping up with personal activities, too!
- MONTHLY List: Use this to keep track of things you know about way in advance and don't want to forget about, but know you are not going to start thinking or doing anything about at the moment. Check at the beginning and end of every month and incorporate the listed items at the appropriate time.



- WEEKLY List: Look at what's coming up soon in the chart and use the weekly list to break down big projects and designate time to work on them. Also, if you have a lot going on one day, don't be afraid to be specific and plan out your day hour by hour to ensure you can finish everything. *Do your best to estimate how long assignments will take you (overestimating is better than underestimating) and add in other factors like breaks and driving time.