TIME MANAGEMENT SNAPSHOT

A common statement made by students is that they don't have enough time to study. However, if they stopped to reflect on how they are using their time, most would find that they do have the time.

There are 168 hours per week. If each week you spend a total of…
- 15 hours in class
- 56 hours sleeping (8 hours/night)
- 21 hours eating (3 hours/day)

You will have spent 92 of your 168 hours, leaving you with 76 hours. If each week you spend a total of…
- 20 hours working
- 25 hours relaxing/socializing (evenings and weekends)

You will have 31 hours remaining for studying.

The key is to assess your time, identify distractions, develop specific goals, and make smart decisions.
Keep reading for more specifics!

Procrastination

Causes
- Poor time management
- Don't prioritize
- Lack of motivation or interest
- Difficulty Concentrating
- Fear, Anxiety, Stress – Overwhelmed
- Personal Problems, Other Commitments
- Social Distractions (friends, social media)
- Perfectionism

Cures
- Time Management skills
- Organizational System
- Environment for Concentration
- Remind self of long-term goals
- Make a manageable study plan
- Go Public – Accountability helps
- Study with a friend who's a good role model
- Start! It's the hardest part

Concentration Tips

- Intend to concentrate
- Prepare to concentrate
- Find a quiet place
- Study in the same place
- Study with a pen/pencil in hand
- Vary your study activities
- Take regular study breaks

- Use a worry sheet
- Eat well balanced regular meals
- Get plenty of nighttime sleep
- Set up a study system
- Set daily, weekly, monthly, & semester goals

Time Management Systems & Styles

- To Do Lists
- Planners
- Calendars
- Notepads
- Post-its

- Computer program (Outlook)
- Online calendar (Google, Knights Email)
- Smart phone (iPhone reminders/calendar)
- White board calendar
- Combination of any options listed here!

Time Management Guiding Principles

- **Know your assignments/deadlines & keep organized:** It is important to know your assignments and deadlines. Be sure to read your syllabi thoroughly and check your webcourses often.

- **Assess your (use of) time:** review how you are using your time; try tracking it for a week and see how much time goes to various activities (school, work, socializing, sleeping, eating, etc.)

- **Create a routine/schedule:** creating a schedule allows you to see your availability, and developing a routine increases your chances of being productive as well as staying focused and on track. Create a schedule in which you have routine designated times throughout the week that you will study. Studying can include many activities, including reading textbooks, rewriting or reviewing notes, doing homework problems, making flashcards, etc.

- **Breakdown assignments:** Once you have a set schedule/routine that you can follow throughout the semester, you want to make to do lists on a regular basis (weekly or biweekly). The to do list should break down larger assignments into smaller more manageable tasks. For example, if you have an exam on chapters 1-3 coming up next for history, then you will want to break down how you will prepare for it. For instance, your breakdown may include reading the chapters, rewriting notes, reviewing notes, making flashcards, going to tutoring, and doing a practice test.

- **Plan ahead:** Once you have a complete list for all upcoming assignments for the next week or two, assign yourself deadlines (time goals) for completing each task. For instance, you might read chapter 1 on Monday, make flashcards on Tuesday, read chapter 2 on Wednesday, etc. This will allow you to stay on track and prevent you from procrastinating, overwhelming yourself prior to deadlines, cramming, and completing assignments last minute. In turn, having such a proactive game plan each week will reduce stress. It is recommended that you organize your to do list by priority/deadlines.
  - Recommendations for planning ahead:
    - Write due dates by each item (double check your work and update when necessary)
    - Estimate how long each task will take (overestimate)
    - Prioritize (based on deadlines and time needed to do the work)
    - Choose a medium that you will see on a regular basis (will you open a planner frequently or view your phone calendar more often?)
    - Color code (study time = red, class = blue, work = green)

- **Follow through!**
  - Secure an effective environment for studying and learning
  - Assign rewards for completing tasks – use self-discipline!

And finally, be sure to save time for yourself. As important as school is, so is self-care: be sure you are giving enough time to eat, rest, and have fun!

SARC Online Handouts

Visit http://sarconline.sdes.ucf.edu/ for more handouts with additional information about all the above and more!