

Time Management – Time Use Chart and Log (Step 1)

OVERVIEW

Time management is not something you do just once and never worry about again (e.g., creating a schedule). Time managing is an ongoing process of awareness and control. It is also closely tied to achieving the goals you have set for yourself. It is important to understand that the times you spend “doing nothing,” you are actually doing something — you are avoiding achieving your goals!

PURPOSE

The following sets of activities are intended to help you understand and build a realistic schedule and management system that will allow you to maximize your efforts and overall potential this semester. Additional time management strategies are also included.

IT INCLUDES 3 ACTIVITIES:

- 1 Time Use Chart and Log
- 2 Ideal Schedule
- 3 Master Calendar

INSTRUCTIONS

- The first step in creating a schedule that works for you is to gain a keen awareness of how you are spending your time. This is similar to people who want to understand how they spend their money and log their spending over time before creating a budget. Starting here first is helpful to truly understand the amount of time you are spending doing various activities.
- Begin by completing the Daily Time Log sheet. Be as accurate as possible. If you are taking a shower and getting ready, hanging out drinking a cup of coffee, or attending class, be sure to log this information. When you are studying for particular courses, identify the courses in the log. Carry this log with you and complete it over the course of the next week.
- After you have stopped logging your information, complete the Time Use Chart Columns A, B and C. Pay attention to how your time spent on activities either supports or detracts from your goals.
- Next, complete an Ideal Schedule and Master Calendar.



Time Use Chart and Log

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
12 AM							

Time Use Chart and Log

Instructions: After finishing the time log, complete Columns A, B & C

	A HOW MANY HOURS DID YOU	B HOW MANY HOURS SHOULD YOU	C HOW MANY HOURS WILL YOU
Sleep			
Attend class			
Study			
Eat			
Get ready			
Commute			
Work			
Watch TV			
Socialize			
Internet (News, Pinterest, etc.)			
Talk on the phone/text			
Chat/email/IM/Instagram/ Social Media/etc.			
Play video games			
Exercise/workout			
Attend sports practice			
Commute or travel home			
List any others:			
TOTAL HOURS			

Time Management – Ideal Schedule (Step 2)

TIME USE CHART ANALYSIS

Looking at your Time Log for the past week, what do you think about the time that you spent studying? Texting? Watching TV? When you blocked and labeled time for other activities — beyond class work — that you are committed to each week, did you remember to use the syllabus in your courses to map your time? Did you block time to do your reading and homework assignment for each class? Did you plan in advance time to go over or recopy your class notes?

- As a rule of thumb, for each 1 hour in class, it is estimated that students should spend 2-3 hours outside of class studying.
- Following that rule of thumb on studying, students taking 12-15 credits per semester should plan to study 24-45 hours per week outside of class.
- In other words, to really stay on track in your classes, you should plan to study roughly 3-6 hours every day of the week.

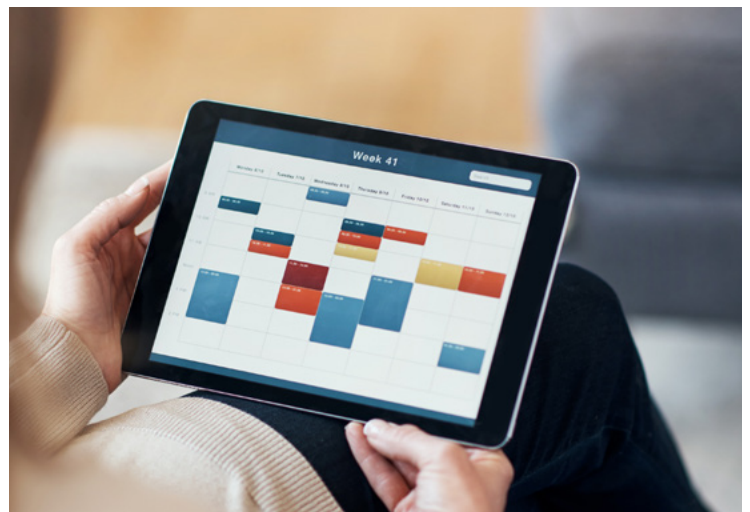
REVISED SCHEDULE — MAKE TIME WORK FOR YOU

On the next three pages, you'll find some sample student schedules. Pay attention to how each example supports the students' awareness of goals, strengths and weaknesses. The last page is a blank weekly schedule that breaks your time into one hour increments from 7am to 12am daily. Fill it in using the following guidelines:

- 1 Block and label the hours, Monday-Friday that you have scheduled classes.
- 2 Block and label the hours, Monday-Sunday that you have scheduled for any part-time work.
- 3 Block and label any other times for activities that you are committed to each week. **Don't forget to include your study time!** Not all of your classes are created equal. Some will be more difficult, some will be harder to maintain focus, and some will be personally enjoyable. Consider this as you decide how much time you should devote to each class and when. In terms of deep learning and processing, the more difficult the class, the more time you should invest over

multiple days during the week. For example, if Chemistry is your most difficult class, then you should devote the maximum amount of time, 8-9 hours per week outside of class, over several days during the week (5-6 days per week). It will be more effective to study in shorter amounts of time over more frequent days than long study sessions over 1-2 days.

- 4 If you have other weekly activities — sports practice, religious services, clubs, meetings, etc., fill them in, too.
- 5 Review your schedule from last week. What other activities did you do every day? Block and label those times and the ones when you typically eat, exercise, watch a little TV, and hang out with your friends. Consider other detractors in your schedule and account for them. If nap time after lunch is necessary to refresh yourself for the afternoon, then schedule this in as a normal part of your routine versus scheduling study time and then you still take a nap and now you are behind on your day's goals and to dos. By knowing yourself and your needs, it allows you to plan for both, as in this example, a nap and still completing your studying.
- 6 This revised schedule now more accurately reflects how you should manage your time between your studies, your work, and your personal life. It can be adjusted throughout the semester as you need it to. Just don't forget — **you are in control of your time.** The more you schedule your time, the more time you have available. Make it work for you!



Ideal Schedule – Example 1

STUDY PLAN – ENG (4HRS); BIO (8HRS); PSY (5HRS); FYS (3HRS); HIST (4HRS)

	SUN	MON	TUE	WED	THU	FRI	SAT
6 – 630			BREAKFAST GET READY				
630 – 7							
7 – 730			BIO LAB				
730 – 8							
8 – 830							
830 – 9							
9 – 930		BREAKFAST GET READY			BREAKFAST GET READY	BREAKFAST GET READY	BREAKFAST GET READY
930 – 10							
10 – 1030		ENG	HIST	ENG	HIST	ENG	
1030 – 11							
11 – 1130		GYM		GYM		GYM	
1130 – 12			HIST - WORK (1.5HRS)		HIST - WORK (1.5HRS)		
12 – 1230		LUNCH		LUNCH		LUNCH	
1230 – 1							
1 – 130			LUNCH		LUNCH		
130 – 2		FYS		FYS		FYS	
2 – 230			BIO		BIO		
230 – 3		FYS - WORK (1HR)		FYS - WORK (1HR)		FYS - WORK (1HR)	
3 – 330		PSY	BIO - TUTOR (1HR)	PSY	BIO - TUTOR (1HR)	PSY	
330 – 4							
4 – 430		PSY - WORK (1HR)	BIO - WORK (1HR)	PSY - WORK (1HR)	BIO - WORK (1HR)	PSY - WORK (1HR)	
430 – 5	DINNER						
5 – 530							
530 – 6	PLANNING	DINNER	DINNER	DINNER	DINNER	DINNER	
6 – 630	BIO - WORK (2HRS)	FLEX	FLEX	FLEX	FLEX	FLEX	
630 – 7							
7 – 730							
730 – 8		BIO - WORK (1HR)	PSY - WORK (1HR)	BIO - WORK (1HR)	PSY - WORK (1HR)		
8 – 830		HIST - WORK (1HR)					
830 – 9		ENG - WORK (1HR)	ENG - WORK (1HR)	ENG - WORK (1HR)	ENG - WORK (1HR)		
9 – 930							
930-10		PLANNING	PLANNING	PLANNING	PLANNING		

POINTS TO NOTICE ABOUT EXAMPLE 1:

- This student has late starts the majority of mornings (930 or 10).
- This student is more effective in the evenings and is comfortable with studying at that time; however, she is still done every evening by 9.
- Gym time is a priority and is planned 5 days a week.
- Friday nights, all day Saturday, and Sundays until 6pm are completely open.
 - This time can be used for social wants or possible job commitments.
- Planned study time is based on the needs of the courses. BIO is the hardest course for this student and so more time is planned.
 - This student’s most difficult course is BIO and she either goes to class or studies BIO 6 days out of 7. Constantly visiting the material on an almost daily basis is an effective strategy to ensure deeper learning.
 - Tutoring is built in as a regular part of her schedule.
 - This student enjoys her ENG class and so finishes each day with this study time. It’s easier for her and so doing it during the last part of the day is not a problem. She begins BIO earlier when she is fresher and can maintain concentration better.
- FLEX time is included which can be used on weeks where additional study time is needed (e.g., exam weeks). If this time is not needed, then she can use it however she likes.

Ideal Schedule – Example 2

STUDY PLAN – ENG (4HRS); BIO (8HRS); PSY (5HRS); FYS (3HRS); HIST (4HRS)

	SUN	MON	TUE	WED	THU	FRI	SAT	
6 – 630			BREAKFAST GET READY					
630 – 7								
7 – 730		GYM	BIO LAB	GYM	GYM	GYM		
730 – 8								
8 – 830		BREAKFAST GET READY			BREAKFAST GET READY	BREAKFAST GET READY	BREAKFAST GET READY	
830 – 9								
9 – 930		BIO - WORK (1HR)			BIO - WORK (1HR)	BIO - WORK (1HR)	BIO - WORK (1HR)	
930 – 10								
10 – 1030		ENG	HIST	ENG	HIST	ENG		
1030 – 11								
11 – 1130		ENG - WORK (1.5HRS)	HIST - WORK (1.5HRS)	ENG - WORK (1.5HRS)	HIST - WORK (1.5HRS)	ENG - WORK (1HR)		
1130 – 12								
12 – 1230								
1230 – 1		LUNCH		LUNCH		LUNCH		
1 – 130			LUNCH		LUNCH			
130 – 2		FYS		FYS		FYS		
2 – 230			BIO		BIO			
230 – 3		FYS - WORK (1HR)				FYS - WORK (1HR)	FYS - WORK (1HR)	
3 – 330								
330 – 4	PLANNING	PSY	BIO - TUTOR (1HR)	PSY	BIO - TUTOR (1HR)	PSY		
4 – 430	BIO - WORK (2HRS)	PSY - STUDY GROUP (1HR)	PSY - WORK (1HR)	PSY - WORK (1HR)	PSY - WORK (1HR)	PSY - WORK (1HR)		
430 – 5								
5 – 530								
530 – 6		DINNER	DINNER	DINNER	DINNER	DINNER		
6 – 630	HIST - WORK (1HR)							
630 – 7		FLEX/ PLANNING	FLEX/ PLANNING	FLEX/ PLANNING	FLEX/ PLANNING	FLEX/ PLANNING		
7 – 730	DINNER							
730 – 8								
8 – 830								
830 – 9								
9 – 930								

POINTS TO NOTICE ABOUT EXAMPLE 2:

- This student would rather work during the day than the evenings. She doesn't mind getting up early.
 - This would easily allow for a part-time job or other extra-curricular activities.
- Gym time is still important and is planned 3 days a week.
- Friday nights, all day Saturday, and Sundays until 6pm are still completely open.
 - This time can also be used for social wants or possible job commitments.
 - This time is also available for extra exam preparation if needed.
- Planned study time is still based on the needs of the courses. BIO

- and PSY are the hardest courses for this student and so more time is planned.
- This student's most difficult courses are BIO and PSY and she either goes to class or studies these courses 5 days out of 7. Constantly revisiting the material on an almost daily basis is an effective strategy to ensure deeper learning.
 - Tutoring and study group are built in as a regular part of her schedule.
- FLEX time is included which can be used on weeks where additional study time is needed (e.g., exam weeks). If this time is not needed, then she can use it however she likes.

Ideal Schedule – Example 3

GENERIC STUDY TIME EXAMPLE

	SUN	MON	TUE	WED	THU	FRI	SAT
10 – 1030		ENG	HIST	ENG	HIST	ENG	
1030 – 11							
11 – 1130		STUDY (1.5HRS)	STUDY (1.5HRS)	STUDY (1.5HRS)	STUDY (1.5HRS)	STUDY (1HR)	
1130 – 12							
12 – 1230		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
1230 – 1							
1 – 130		FYS	FYS	FYS	FYS	FYS	
130 – 2							
2 – 230		STUDY (1HR)	BIO	STUDY (1HR)	BIO	STUDY (1HR)	
230 – 3							
3 – 330		PSY	BIO - TUTOR (1HR)	PSY	BIO - TUTOR (1HR)	PSY	
330 – 4							
4 – 430		PSY - STUDY GROUP (1HR)	STUDY (1HR)	STUDY (1HR)	STUDY (1HR)	STUDY (1HR)	
430 – 5							
5 – 530							

Ideal Schedule – Example 4

STUDENT ATHLETE – STUDY PLAN – ENG (5HRS); PSY (6HRS); MATH (6HRS); FYS (3HRS)

	SUN	MON	TUE	WED	THU	FRI	SAT
6 – 630		WORKOUTS					
630 – 7							
7 – 730		SHOWER/BREAKFAST					
730 – 8							
8 – 830		MATH	MATH	MATH	ENG – TUTOR (1 HR)	MATH	FOOTBALL/ POTENTIAL TRAVEL
830 – 9							
9 – 930		ENG	PSY - WORK (0.5 HR)	ENG	PSY - WORK (0.5 HR)	ENG	
930 – 10							
10 – 1030		ENG – WORK (1HR)	PSY	ENG – WORK (1HR)	PSY	ENG – WORK (1HR)	
1030 – 11							
11 – 1130		FYS	PSY - WORK (1HR)	FYS	PSY - WORK (1HR)	FYS	
1130 – 12							
12 – 1230		LUNCH					
1230 – 1							
1 – 130							
130 – 2		FILM STUDY					
2 – 230							
230 – 3		GET READY FOR PRACTICE					
3 – 330		WARM-UP					
330 – 4							
4 – 430		PRACTICE					
430 – 5							
5 – 530		SHOWER					
530 – 6							
6 – 630		DINNER					
630 – 7							
7 – 730							
730 – 8	STUDY HALL	STUDY HALL	STUDY HALL	STUDY HALL	STUDY HALL	POTENTIAL TRAVEL	
8 – 830	1. Math	1. Math Tutor	1. Math	1. FYS	1. Math Tutor		
830 – 9	2. ENG	2. PSY	2. FYS	2. PSY	2. FYS		
9 – 930	3. Planning	3. Planning	3. Planning	3. Planning	3. Planning		
930 – 10							

Time Management – Your Ideal Schedule (Step 2)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:30-7 AM							
7-7:30 AM							
7:30-8 AM							
8-8:30 AM							
8:30-9 AM							
9-9:30 AM							
9:30-10 AM							
10-10:30 AM							
10:30-11 AM							
11-11:30 AM							
11:30 AM-12 PM							
12-12:30 PM							
12:30-1 PM							
1-1:30 PM							
1:30-2 PM							
2-2:30 PM							
2:30-3 PM							
3-3:30 PM							
3:30-4 PM							
4-4:30 PM							
4:30-5 PM							
5-5:30 PM							
5:30-6 PM							
6-6:30 PM							
6:30-7 PM							
7-7:30 PM							
7:30-8 PM							
8-8:30 PM							
8:30-9 PM							
9-9:30 PM							
9:30-10 PM							

Time Management – Master Calendars (Step 3)

One of the differences and major benefits of classes at the college level versus high school is the availability of your syllabi. Unlike high school, many of your syllabi will give you a semester schedule that includes major due dates and exam dates. Unfortunately, many students do not take advantage of this information.

The following page include an example “Master Calendar.” Your own master calendar can easily be created by using any type of document that allows you to insert a table. This one page planning tool will help give you an overview of what you are responsible for. The master calendar is used with your other planners and/or planning tools. As one page, it allows you to keep it with you and to see everything quickly. By completing the master calendar now, it will allow you to do a couple of things. First, it allows you to do your weekly and daily planning based on what is coming up without flipping through multiple course packets and syllabi (and potentially missing something). Second, it allows you to identify and prevent any surprises. If you have two papers and two exams in week 11, you can see it now and plan accordingly. One recommendation is to start each week (e.g., Sunday evenings) by planning your goals and to-do lists for the week based on what is coming up on your master calendar. Then, each evening, plan your next day based on your weekly plan. Using your calendar will also allow you to break-up major projects and papers into smaller parts and multiple due dates. Breaking up efforts into smaller parts promotes greater focus and higher motivation.

To complete the master calendar, include all important dates that impact your schedule and planning (e.g., due dates, exams, vacations, sports commitments, etc.). Some students will use different colors to highlight different classes. Again, refer to this calendar as you plan your days and weeks. Last minute surprises can be a disaster so use your master calendar to plan ahead — **you are in control of your time!**



Time Management – Master Calendars (Step 3)

FALL EXAMPLE							
	SUN	MON	TUE	WED	THURS	FRI	SAT
1		22- Aug Classes Begin	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug
2	28-Aug	29-Aug	30-Aug	31-Aug	1-Sep BIO: Quiz 1	2- Sep	3-Sep
3	4-Sep	5- Sep Labor Day (University closed)	6-Sep BIO: LAB HW	7- Sep FYS: Quiz 1	8- Sep BIO: Quiz 2	9-Sep FYS: Goals Paper ENG: JNL 1	10-Sep
4	11-Sep	12-Sep ENG: PERS Paper	13-Sep BIO: LAB HW	14-Sep	15-Sep HIST: Exam 1 BIO: Exam 1	16-Sep FYS: Time Use Chart ENG: JNL 2	17-Sep
5	18-Sep	19-Sep	20-Sep BIO: LAB HW	21-Sep FYS: Quiz 2	22-Sep BIO: Quiz 3	23-Sep PSY: Exam 1 ENG: JNL 3	24-Sep
6	25-Sep	26-Sep	27-Sep BIO: LAB HW	28-Sep	29-Sep BIO: Quiz 4	30-Sep ENG: JNL 4	1-Oct
7	2-Oct	3-Oct	4-Oct BIO: LAB HW	5-Oct FYS: Quiz 3 ENG: ARG Paper	6-Oct BIO: Exam 2	7-Oct ENG: JNL 5 Go home for Mom's birthday.	8-Oct Mom's party.
8	9-Oct Get home late.	10-Oct FYS: Midterm Exam	11-Oct BIO: Lab Project 1	12-Oct	13-Oct HIST: Exam 2 BIO: Quiz 5	14-Oct ENG: JNL 6	15-Oct
9	16-Oct	17-Oct PSY: Exam 2	18-Oct BIO: LAB HW	19-Oct FYS: Quiz 4	20-Oct BIO: Quiz 6	21-Oct FYS: Draft Paper ENG: JNL 7	22-Oct Homecoming
SPIRIT WEEK							
10	23-Oct	24-Oct ENG: CRIT Paper	25-Oct BIO: LAB HW	26-Oct FYS: Quiz 5	27-Oct BIO: Exam 3	28-Oct FYS: 4-YR Plan ENG: JNL 8	29-Oct
11	30-Oct	31-Oct	1-Nov BIO: LAB HW	2-Nov	3-Nov BIO: Quiz 7	4-Nov ENG: JNL 9	5-Nov
12	6-Nov	7-Nov	8-Nov BIO: LAB HW	9-Nov	10-Nov HIST: Exam 3 BIO: Quiz 8	11-Nov FYS: Final Paper PSY: Exam 3 ENG: JNL 10	12-Nov
13	13-Nov	14-Nov ENG: ANALYSIS Paper	15-Nov BIO: LAB HW	16-Nov FYS: Research Poster	17-Nov BIO: Exam 4	18-Nov HIST: Paper ENG: JNL 11	19-Nov Leave for home.
14	20-Nov	21-Nov	22-Nov	23-Nov Thanksgiving	24-Nov Thanksgiving	25-Nov Thanksgiving	26-Nov
HOME FOR THANKSGIVING							
15	27-Nov Get home late.	28-Nov	29-Nov BIO: Lab Project 2	30-Nov	1-Dec	2-Dec PSY: Paper	3-Dec
16	4-Dec	5-Dec (Finals) ENG: Final Paper	6-Dec (Finals) PSY: Final	7-Dec (Finals) BIO: Final	8-Dec (Finals) HIST: Final FYS: Final	9-Dec (Finals)	10-Dec

Other Time Management Strategies

Below is a list of potential time management strategies. Now that you have created an ideal schedule and master calendar, consider the following strategies that will help you make the most of each day. It is likely that you are currently using some of these strategies; however, there are probably many that you have not tried or considered. Be open to trying new strategies and creating new and helpful efficiencies!

TIME MANAGEMENT STRATEGY	NOTES/EXAMPLES
Sleep	Long-term lack of sleep can be the equivalent of being intoxicated
Pack items for the day the night before	Avoids forgetting important items and then wasting time during the day to retrieve needed items
Divide study sessions by types of activities and/or subjects	Switching between writing, reading, doing math problems, etc.
Set study session to dos/goals	In the next hour, I will read 10 pages, create 10 flashcards for vocabulary words, etc.
Use master calendar to plan weekly to dos/ goals	
Plan weekly goals/to dos at the beginning of the week (e.g., Sunday night)	
Each night, plan the next day's to dos/goals based on weekly goals	Adjust as tasks and goals are completed throughout the week
Prioritize to dos and weekly goals based on deadlines and importance	
Set real rewards for achieving weekly goals	
Set real consequences/plans of action when not achieving weekly goals	"I won't do anything else on Saturday morning until weekly goals are complete"
Set-up routines and use your ideal schedule	
Adapt schedule, if needed, to be more realistic as you learn more about yourself and your schedule	
Set time for household chores	Laundry, shopping, etc.
Using your master calendar, set short-term deadlines for long-term projects	Draft paper due date for end-of-semester research paper
Schedule readings in smaller blocks across the week rather than sitting down and reading long periods/pages at a time	100 pages over 5 days, 20 pages per day
Plan smaller study sessions for subjects across the week and/or day rather than large blocks	1 hour per day over 5 days; 1 hour in the morning and 1 hour in the evening
Break large assignments into smaller pieces	10 page paper, 1 page per day

Other Time Management Strategies

TIME MANAGEMENT STRATEGY	NOTES/EXAMPLES
Make tutoring and study groups a normal part of your weekly schedule/routine	
Plan for breaks and mini-rewards throughout the day	45 minute focused study, then 15 minutes Instagram/texting
Allow for exercise and don't skip meals	
Share your schedule, especially study times, with your friends and roommates and ask for their support	
Study in areas where there are no distractions	
Turn-off electronics when studying or sleeping	Phone and social media
When eating a frog is on your to-do list, eat the frog first	By completing the hardest and/or most boring tasks first, everything else is easy then
Carry study aids for on the run (e.g., flashcards, graphic organizers, etc.)	
Start with hardest subjects when fully refreshed	
Finish with easier more enjoyable subjects when more tired, less focused	
Base your schedule on realistic expectations of your periods of focus, distraction, etc.	If you are not a morning person, don't schedule study time first thing in the morning
Start assignments once you have all materials and information you need, rather than starting at the last possible moment	"What is the earliest date I can start?" versus "What is the last possible date I can start and still get done?"
Finish assignments early	Allows you to produce your best work by allowing you to revisit tasks, avoid technical problems, get feedback from peers and professors, avoid missing opportunities to get questions answered, etc.
Build social and leisure times into your schedule	Allows you to get real breaks and then be fully focused for work and school tasks
Build in flex time into your schedule	Allows for extra time needed during exam weeks without destroying your routines/schedule
Study time outside of class should be 1-3 hours per credit hour of class	A 3 credit class = 3 to 9 hours of study time outside of class; all classes are not equal, base study time on level of difficulty
Plan study time to support long-term information processing, not just completing assignments and/or studying for an exam	Reduces stress and allows for efficient studying versus cramming (i.e., you are always preparing for an exam)
Create test plans	Plan studying and tasks over the course of weeks, plan specifics (e.g., amount of study time and tasks) during exam weeks