

Time Management

For many college students, your time is precious. You are expected to balance many different aspects of your life- academic, social, spiritual, personal, and many others. For many students, their time is worth as much as money. How you spend your time is very important to what type of college experience you have. Many times people think “I don’t have time,” when in fact, there is plenty of time in the day to have a great college experience. Time just must be managed well.

Think about your average day. How many hours in the day do you typically spend doing the following things?

Activity	Time Spent	% of your day
Sleeping		
Eating		
Driving/commuting		
Getting Ready/dressed		
Work		
In class		
Studying/ preparing for class		
Recreation/spending time on hobbies		
Socializing/hanging out with friends		
Student organizations/clubs		
Personal time/free time/ down time		
Doing chores/ cleaning/ cooking/ laundry/ etc.		

Look at the amount of time that you spend doing each activity. Is it a good use of your time? Do you have any extra hours during the day, or do you have too many?

If you see problems with the amount of time you spend doing certain activities, fill out this form again allotting time for a productive week.

Activity	Planned Time	% of your day
Sleeping		
Eating		
Driving/commuting		
Getting Ready/dressed		
Work		
In class		
Studying/ preparing for class		
Recreation/spending time on hobbies		
Socializing/hanging out with friends		
Student organizations/clubs		
Personal time/free time/ down time		
Doing chores/ cleaning/ cooking/ laundry/ etc.		

Tips for managing your time:

- Be prepared and organized
 - If you are disorganized, a lot of time is wasted trying to get things together. Think about it like looking for an outfit. The process takes a lot longer if you are looking in a messy closet. If everything is hung up and organized, you save a lot of time.
- Make to-do lists
 - Keep a to-do list with you and add to it throughout the day. This helps you be organized and lets you know ahead of time what amount of time you need to

allot for specific activities. To- do lists can be done in a planner, a note card, a post it note, or even on your hand.

- Balance your life
 - Sometimes it doesn't help your time management if you put too much time in one category. If you are putting too much time into preparing for school, you may get burned out and completely shut down. A good balance in your time will help you keep up a productive time management schedule.