



Managing Your Time

Time-management is meant to be a guideline, not an absolute rule. It is impossible to literally “manage time.” The hours, minutes, and seconds will consistently tick away. Therefore, ***manage yourself in respect to time***. With time management, the overall goal is personal effectiveness.

You may find time management to be easy to say and hard to do. Remember that great Time Management depends on you! Your needs may consist of either prioritizing events or creating a meticulous schedule. Always be sure to study *where* and *when* you are alert. Avoid boredom by studying different subjects for short periods of time. Realize that quantity doesn't always mean quality; Study smarter, not harder. Whatever your preferences, Time Management is a key to success.

Locate your daily/weekly/monthly agenda and get started:

1. Schedule fixed time periods.
A few fixed activities are attending classes, eating, showering, sleeping, and working.
2. Plan for study time.
A realistic rule of thumb is to study two hours for every one hour of class or lab. Only you know how long it will take you to study. Be willing to adjust your schedule and rearrange activities when the need arises.
3. Remember time for errands.
Activities like grocery shopping can easily turn into hours of your time. Plan for such activities and discover what time commitments you really need.
4. Be prepared for the unexpected.
Undoubtedly, the unexpected will happen. Be prepared with a back up plan. For example, set two alarms and arrange a ride or a babysitter just in case. Schedule “flex time” into your time plan for flexibility in grasping unsuspecting challenges.
5. Be realistic with your plans.
Realize that studying may take days to prepare. Don't waste time by giving yourself an hour to get organized or spread yourself thin by allowing a day to prepare. Have the majority of studying completed a day or two before the exam, in case a problem causes you to fall behind. Practice experimenting with your schedule in order to justify your time commitments.



6. Be Specific.

Break up big tasks into smaller parts to make them more manageable. Instead of scheduling "study for final," micro-unit the material into consecutive time periods. Be thorough by knowing expectations and instructions for assignments.

7. Don't waste time.

Schedule time between classes and make good use of other free time. For example, instead of wasting time because of a cancelled class, spend the extra time studying or doing errands. Try to cut 10 or 15 minutes from an activity like sleeping or running errands. Don't create added stress, but do push yourself to amplify your time.

8. Schedule time for fun and relaxation.

Recreation is essential for good health and needs to be part of your routine. Plan things that you like to do. Likewise, plan time just for yourself. You can daydream, think, or meditate. Recreation and relaxation will allow your brain time to digest new information. Consider your "fun time" as reward for achieving your study goals or completing scheduled assignments.

Adapted from: Ellis, D.(1994). Becoming a Master Student. 7th ed. Houghton Mifflin Co.;Rapid City, SD and Rathus, S.and Fichner-Rathus, L.(1995). "How To Manage Time." Keys To Success, 2(1), 2-3,19.

