

Time-Management Tips and Resources

Presented by the Academic Success Center

A few numbers to consider

Among people taking college courses...

- 28% have kids
- 62% have jobs
- 59% live off campus
- 100% need more time to handle other business

That's a lot of life to cram into the day.



Time-management skills are essential to succeed in today's college environment

Take a look at some of the tips and resources available to help you make the most of your time

1: Recommended Study Hours

Did you know it's recommended to study three hours per week for every hour of credit? That means that if you are taking 12 credit hours, you are recommended to study 36 hours per week...



...but, we know that the amount of time needed for a class depends on both the person and the class. So, a way to consider how many hours per week you need to study is as follows:

- 2 hours per credit hour for each *easy* class
- 3 hours per credit hour for each *average* class
- 4 hours per credit hour for each *difficult* class

This way, you spend more time on the classes you need to spend more time on.

#2: Personal Time Survey

Now that you have an idea of how much time you need to plan on studying each week, let's see how much time you have each week...



I imagine trying to run a business where you sell iPhones. You are trying to plan ahead and think to order iPhones to ensure you have enough for the next few months. The problem is that you have not counted your current stock of iPhones.

Question: How do you know how many to order if you do not know how many you have??

The table on the next page provides a tool to take stock of your current hours to know how to properly plan ahead. By inputting your hours per day and week and doing some basic calculations, you can see exactly how many hours in the week you have available to study per week (and if you, subsequently, need to consider altering your current commitments).

Activity	Hours Per Day	Days Per Week	Total Hours (per day x per week)
Sleep			
Grooming/Hygiene			
Eating (including preparation)			
Weekday travel			
Weekend travel			
Class			
Chores, errands, etc.			
Work			
Regularly scheduled functions (clubs, meetings, etc.)			
Social Life			
		Total Hours From Life (add up the right-hand column above)	
	With 168 hours in the week...	Hours Left for Studying (168 minus Total Hours From Life)	

#3: Use Something Other Than Just Your Head

Don't rely on just your head to keep track of everything you have going on in your life. Use a planner or a calendar (hardcopy and/or digital) to know when meetings are happening, assignments are due, or appointments are scheduled.



#4: Saying “no” is harder than “yes”



Your time is essential - learn to say “no.” Whether it’s to friends, family, or business, you cannot get time spent back. You won’t lose friends or credit by saying “no,” but you will gain time to take care of the things that must be done.

They say when one door closes,
another opens. Perhaps consider
saying “no” as a chance to dive a bit
deeper and be more invested into
something that you are saying “yes”
to.



#5: Aim High, but Know When to Stop

You are here because you want to achieve great things. The trick is to know when it is good enough. Don't demand perfection - set realistic goals for yourself with concrete objectives. Think about SMART goals when you approach a new problem.



#6: Acknowledge That You Will Make Mistakes



We can't all be Wonder Woman. Mistakes are bound to happen and we're going to drop the ball on a few things, and that's okay. By acknowledging that you're human and will make mistakes, you won't be as overwhelmed when they happen; hence, you can minimize their impact on your schedule and timing.