Strategies for Time Management

Balancing college and life demands can be challenging, even for those with strong time-management skills.

"Time off" really means **"time-on"** to complete assignments or work ahead on long-term projects.

Reduce stress, manage your time, and find success by using these tools:

- Planner (calendar, phone, on-line tool…it's your choice.)
- Course syllabi and college calendar swic.edu/students/academic-resources/calendar/
- Time Management Grid

Use the SWIC College Calendar to **fill in important dates** (final exams, holidays, etc.) in a **planner** and the course syllabi from each class to:

1. **Add all assignments and due dates** for the semester in your planner. You may color-code assignment due dates and reminders. **Work backward from the due-date and schedule time to work each day.**
   - If you have a major test or paper due by mid-term, schedule tasks in the weeks before and set reminders.
   - In the first week, start memorizing for future tests and read assigned texts.

2. Add name, email, and cell number of **each instructor** and **at least 2 classmates** from each class to contact in case of absence or for clarification of assignments.

3. Fill in a **Time Management Grid**

   - Add each class on the day and time it meets
   - Hours of employment
   - Commute times
   - Meals
   - Routine commitments and responsibilities.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-8:50	Optional study hour	Optional study	Optional study	Optional study	Optional study	
9:00 AM	PSYC 151 9:00-9:50 3hr.	Study: ENG 101 / ENG 101 9:30-10:45 AM	PSYC 151 9:00-9:50	Study: ENG 101 / ENG 101 9:30-10:45 AM	PSYC 151 9:00-9:50	45 min Study: MATH 97 / 15 min break
10:00 AM	30-45 minutes Study: PSYC 151 / Break		30-45 minutes Study: MATH 97 / Break		30-45 minutes Study: ENG 101 / Break	Errands, chores, etc.
11:00 AM	MATH 97 11:00-11:50 *5 hrs.	MATH 97 11:00-11:50*	MATH 97 11:00-11:50*	MATH 97 11:00-11:50*	MATH 97 11:00-11:50*	
12:00 PM	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	45 min Study: PSYC 151
12:30 - 1:15 pm	Study: MATH 97	Study: MATH 97	Study: PSYC 151	Study: MATH 97	Study: MATH 97	Break
1:15 - 1:30 pm	Break	Break	Break	Break	Break	45 minutes Study: MATH 97
1:30 -2:15 pm	Study: PSYC 151	Study: ENG 101	Study: ENG 101	Study: ENG 101	Study: PSYC 151	
2:15 - 2:30 pm	Break	Break	Break	Break	Break	
2:30 - 3:15 pm	Study: MATH 97	Study: PSYC 151	Study: MATH 97	Study: MATH 97	Study: ENG 101	45 min Study: ENG 101
3:15 - 3:30 pm	Break	Break	Break	Break	Break	

Schedule 2-3 hours of study OUTSIDE of class for each hour IN CLASS. Schedule 30-45-minute study-sessions followed by 15-minute breaks. For example, a 75-page reading assignment is easier to manage when divided into three shorter reading sessions.

> **For example, if your English class is a 3-hour class, plan to spend 6-9 hours OUTSIDE of class each week completing English assignments. If your math course is a 5-hour class, plan to spend 10-15 hours of study each week.**

This time grid may change depending on your needs.

For additional assistance with scheduling and time management, meet with a Success Center Learning Specialist or tutor.

Sources:

Brown, Peter C., Roediger, Henry L. & McDaniel, Mark A., *Make it Stick: The Science of Successful Learning.* Cambridge: The Belknap Press of Harvard University Press, 2014.

Image of student planner. www.pinterest.com/explore/passion-planner/?lp=true. Accessed 26 Jun 2017.

Shushan, Jamie. *The Pocket Guide to College Success.* Bedford/St. Martin's, 2014.

SUCCESS CENTER: Time Management Grid

Two important keys to success for many of us is the ability to **build a good plan** for the use of time, and to **follow that plan** to reach goals that are important to us.

On the Time Management Grid, fill in the code for the hours of the week to reflect your plan for reaching your goals.

Course	Credit Hours	Study Hours (2x or more)
ENG 101	*3*	*6 – 9 hours outside of class*

W = Work   L = Living/Social   C = Class   Z = Sleep   S = Study

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00AM							
7:00AM							
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							
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10:00 PM							