

# Helpful Time Management Exercises and Tips

Courtesy Oregon State University's Academic Success Center  
<http://success.oregonstate.edu/time.html>

Here's a good way to examine your time management habits.

Fill out the Weekly Time Budget to see where your time is spent. This worksheet functions like a checkbook record, only the balance is reflected in hours of time for the week. You may end up with a deficit, or you may find you have extra hours.

## Weekly Time Budget Worksheet

<b>Total number of hours available</b>	<b>168</b>
Minus hours in class per week	- _____
Minus hours of study time per week	- _____
Minus hours of sleep time/personal hygiene per week	- _____
Minus hours of committed time per week (e.g., job, church, regular meetings)	- _____
Minus hours of meal time per week (include coffee stops!)	- _____
Minus hours of exercise per week	- _____
Minus hours of family time per week	- _____
Minus hours of laundry, shopping, personal errands per week	- _____
Minus hours of television per week	- _____
Minus hours of email, video games, etc.	- _____
Minus hours of other recreation per week (movies, parties, etc.)	- _____
Minus other (miscellaneous)	- _____
<b>Final Balance (+ or -)</b>	_____

Next complete the Daily Time Budget below. This worksheet uses the same categories as the Weekly Time Budget but asks you to remember the past week in detail. You can get a weekly total for each category by adding across the chart and recording hours in the right hand margin. Then compare an actual week with your best guess on the Daily Time Budget.

### **Daily Time Budget Worksheet**

Think back on each day for the past week and account for all your hours as accurately as possible.

Activity	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total
Class hours								
Study hours								
Sleep, etc.								
Committed								
Meal time								
Exercise								
Family								
Personal								
Email, etc.								
Television								
Other								

Now make a list of all the things you want to get done this week. Then divide up tasks into a daily To Do List. (Many of your daily tasks are regular events and do not belong on the list.) If you are organized, you will find that you are working on things that are important instead of responding to things that feel urgent! Organization brings a wonderful sense of calm with it *and* makes you feel like you have more time instead of less time!

### **Key Points for Time Management and Effective Studying**

- Study 2-3 hours per week for each credit hour taken
  - 13 credit hours = 26-39 hours studying per week
  - 14 credit hours = 28-42 hours studying per week
  - 15 credit hours = 30-45 hours studying per week
- Do not pile up your hours during finals week or during the hours/days before exams and paper due dates—you'll only stress yourself out
- Spread the hours throughout the weeks of the semester
- Spread the hours throughout the days of the week
- Spread the hours throughout the hours of each day
  - For example:  
14 credits = 28-39 hours of studying per week = 4-5 hours per day

## Sample Schedule

9:00-10:30	Class
<b>10:30-12:00</b>	<b>Study</b>
12:00-1:00	Lunch
1:00-2:30	Class
<b>2:30-3:30</b>	<b>Study</b>
3:30-4:30	Class
4:30-5:30	Workout
6:00-7:00	Dinner
<b>7:00-8:00</b>	<b>Study</b>
8:00-10:00	TV/Party/Hang-out/...whatever
<b>10:00-11:00</b>	<b>Study</b>
11:00-1:00	TV/Party/Hang-out/relax...whatever
1:00-8:00	Sleep

## Time Savers That Can Make Your Schedule Work

- Learn to say NO—be assertive with roommates/friends
- Begin; avoid procrastinating
- Plan the day, the week, and the semester
- Set goals so the emphasis will be on the tasks most important to you (*prioritization*)
- Learn and practice self-discipline
- Learn to listen effectively
- Seek the help of experts (books, manuals, advisors, faculty, friends, family, etc.)
- Expect to succeed
- Finish each task before starting another
- Avoid interruption
- Have a place for everything; keep or return everything to its place
- Study difficult/boring subjects first, so you're "fresh"
- Study at the best hour of the day, according to your personal needs
- Study with intervals, pace yourself, and plan ahead
- Use "waiting time" effectively (use 3x5 cards, always carry your notes or a book)
- Have a consistent place to study, where you know you work best