



Be Strategic With Your Time

How much time do you actually have to manage? It's not really a full 24 hours, since certain activities happen every day, such as eating, sleeping, and going to class. Use this handout to find out how much time you really have and approach it with a plan.

Think about time strategically

| activity | per day | total per week |
|---------------------|---------|----------------|
| sleeping | 8 hrs | 56 hrs |
| eating | 3 hrs | 21 hrs |
| attending class/lab | 4 hrs | 20 hrs |

Your total available hours each week: $24 \text{ hrs/day} \times 7 \text{ days} = 168 \text{ hrs}$. Now you know that you are busy each week for: sleeping + eating + class = 97 hrs. So the number of hours left to manage each week: $168 \text{ available hrs} - 97 \text{ fixed hrs} = 71 \text{ hrs}$. In other words, it's up to you to manage about 10 hours a day. Often those 10 hours are broken up throughout the day, which makes it more challenging.

Observe how you're spending your time

Use the chart on the other side of this page to record what you do over the course of a week. Then tally activities in the categories of class, studying, eating, sleeping, recreation/social, working, and other.

Are you happy with what you were able to accomplish this week? If it seems that there's just not enough time to get everything done, it may be that you're not spending your time on what really matters to you.

Make a plan that works for you

Schedule your week at a regular time. Spend 5 or 10 minutes at the beginning of the week to lay out a plan and then follow up on the plan each day. Modify or add activities through the week as needed.

When you make a schedule, first record activities that remain the same for each week (e.g., classes, regular meetings). Then schedule activities that are subject to change each week (e.g., assignments).

Reserve large blocks of time—such as an hour or more—for working with new material or learning complex concepts.

Figure out how long you're able to concentrate, and divide large blocks of time into smaller blocks of that length. Be sure to give yourself breaks.

Use short periods of time—15 to 30 minutes—for preview and review.

Don't overdo it; leave some blank space on your schedule for spontaneity and the unexpected.

How are you spending your time? Record your activities for a week and tally by type.

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----|--------|--------|---------|-----------|----------|--------|----------|
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |

| | | | | | | | |
|------------|--|--|--|--|--|--|--|
| class | | | | | | | |
| studying | | | | | | | |
| eating | | | | | | | |
| sleeping | | | | | | | |
| rec/social | | | | | | | |
| work | | | | | | | |
| other | | | | | | | |