

Time Management

"You will never 'find' time for anything. If you want time, you must make it." -- Charles Bruxton

Taking college courses is a big undertaking. Family, work, and personal interests all make demands on your free time, and finding a way to incorporate school can sometimes be overwhelming. If you are like many college students, you might not be making the most of the time you have. Do you sometimes cram until early morning for tests, or stay up late doing homework? Do you go out with friends and stress about unfinished assignments? Time management requires some planning and self-discipline but, in the end, you can organize your time to satisfy the needs, demands, and desires of your busy life.

DETERMINE HOW MUCH STUDYING YOU'RE DOING NOW

- Make a list of your courses. Put the hardest or least liked first; the easiest or most liked last.
- Record the total number of class hours per course.
- Each day before you go to bed, add up how much time you actually spent on each course doing reading, writing, reviewing, studying outside of class – and record that time each day for a week.
- Looking at the total number of study hours for each week, decide if you need to study more. Consider any upcoming projects or tests when you make your decision. Remember: It's wise to budget a little more study time than you need think you might need, just to be safe.

MAKE A SCHEDULE

- Be realistic about how much time you need for each task. A schedule is useless if it isn't accurate.
- Using the attached sheet, record classes on the appropriate time.
- If you work, record your work schedule.
- If you commute, record travel times to and from each destination.
- Record meal times and be sure to schedule time to sleep.
- Record any regularly scheduled personal activities such as going to the gym, attending religious or social groups, and any other special things you need to do on a regular basis. Include some time for errands.
- Stop and look over your schedule sheet. The blank boxes are times available for studying and class assignments.
- Try to schedule study time for the night before each of your classes. (Ex: If you have Math class on Tuesday, try to study Math on Monday night.)
- Designate some of the blank boxes for study time. Be sure to leave some time to relax and unwind. That's your reward for working hard the rest of the time!

CONTINUALLY MANAGE YOUR STUDY TIME

- If you add/drop a class, change your work hours, or have a social engagement pop up make sure you revise your study schedule.
- Don't get discouraged if you miss one block of study time. Other events are bound to crop up from time to time.
- If your grades drop or you fall behind in homework modify your schedule to budget more study time for that subject.

Still struggling with concepts in class? Contact the SLC to learn more about tutoring services.

Student Learning Center (SLC) 614.947.8600
1.866.341.6206 (toll free) www.franklin.edu/go/slc

