

Time Management; Creating a Study Schedule

Objectives

- Identify your top five time wasters
 - Learn strategies for making a daily or weekly schedule
 - Assess and adjust where your time goes
 - Learn how to evaluate your time schedule
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Five Time Wasters and/or Stress Relievers

In the list below, identify your top five time wasters. The activities that you spend the most time on each day outside of school/studying. Ex) social media, tv

1. _____
2. _____
3. _____
4. _____
5. _____

Now that you've identified your top five time wasters, are they important enough to add to your daily schedule?

Making a Daily Schedule

- Using an hour by hour template (available on SASSI Learning Resources page), mark out blocks of time that you are *unavailable* each day
 - Family time, meals, exercise, sleeping, tv, religious services, grocery shopping, etc.
- Fill in class time, study groups, and tutoring
- Identify number of study hours available (_____hrs) [open time in your day]
- Prioritize available study hours
 - List out your classes and rank by priority that week How many hours does each need?
 - Add those blocks of time to your schedule, it's ok to not use every block

Course	Priority	Hours

Evaluating Your Plan

Try out your plan for a few days. Then ask yourself...

- What about this plan is working?
- What would need to happen for the things that are not working as well, to work better?
- What else should be added to my plan?
- Are the hours needed for each class reasonable?
- Revise and try out the modified plan