

Time Management Worksheet

Why is time management important?

- Reduces stress & anxiety.
- Reduces the fear of failure.
- Preparation improves your confidence.
- Reduces completing tasks at a mediocre level.
- Preparation makes the day run more smoothly.

How do you spend your time?

There are only 24 hours in a day. It is helpful to learn and track how you utilize every hour in each day. On average where do you spend your time each day? Take time to fill in the circle with everything you do in a day. Example: You spend time sleeping, so will need to include the total number of hours spent sleeping in your circle. Don't forget all of the various responsibilities and activities you do each day: classes, studying, sleep, fitness, work, family, personal care, eating, transportation, relaxation/hobbies, etc.



Use your completed 24 hour circle to calculate how much time you spend on each activity listed in the Activities Breakdown below each week. The blank lines are for any additional situations that take up your time. After you have totaled up all the items you can think of, figure out how much free time you have.

ACTIVITIES BREAKDOWN - Hours per Week

1. Class Time _16____
2. Study Time, reviewing, projects, papers __36____
3. Commuting __3____
4. Dressing and eating _28____
5. Hours of employment __21____
6. Responsibilities at home __5____
7. Athletics/workout requirements _0____
7. Phone (social media/TikTok/Youtube) __21____
8. Video Games __0____
9. Dating, outings, sports, movies, "going out", etc (entertainment). __1____
10. Sleeping _35____
11. Other: _____
12. Other: _____

Total: _166____

Total number of hours per week = 168 Subtract your Total _166____ Total free hours per week __2____

Now that you know how you are currently spending your time, it is good to reflect on your life's priorities and goals. What is most important to you? What are your life priorities?

List your top 10 life priorities in order from most to least important:

- | | |
|-------------------|-------------------------|
| 1. _school_____ | 6. __home_____ |
| 2. _work_____ | 7. __friend/family_____ |
| 3. _study_____ | 8. __phone_____ |
| 4. _eating_____ | 9. __shopping_____ |
| 5. _sleeping_____ | 10. _video games_____ |

How do your Priorities match up to how you spend your time each week?

__very closely, though I may be spending too much time at home _____

What do you need to adjust in your weekly schedule to better match your life priorities?

__not too much, just less phone time. _____

List any additions you want to add to your weekly schedule: __I want to go to the gym more_____

What do you spend time on that you will remove or reduce in your weekly schedule? __phone usage_____

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Create your new ideal schedule below: You can start with a day or construct a whole week. Be sure to include the changes you wish to make for yourself and don't forget to include your top priorities. You will need time to take care of yourself, for instance, when will you sleep, eat, etc?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight	sleep	sleep	sleep	sleep	sleep	sleep	sleep
1:00 AM	sleep	sleep	sleep	sleep	sleep	sleep	sleep
2:00 AM	sleep	sleep	sleep	sleep	sleep	sleep	sleep
3:00 AM	sleep	sleep	sleep	sleep	sleep	sleep	sleep
4:00 AM	sleep	sleep	sleep	sleep	sleep	sleep	sleep
5:00 AM	sleep	sleep	sleep	sleep	sleep	sleep	sleep
6:00 AM	sleep	Get ready	Get ready	Get ready	sleep	sleep	sleep
7:00 AM	sleep	work	work	work	sleep	sleep	sleep
8:00 AM	sleep	work	work	work	Get ready	sleep	sleep
9:00 AM	sleep	work	work	work	class	sleep	sleep
10:00 AM	Get ready	eat	eat	eat	free	Get ready	Get ready
11:00 AM	eat	work	work	work	eat	Work out	Work out
Noon	free	work	work	work	study	eat	eat
1:00 PM	class	work	work	work	study	study	laundry
2:00 PM	class	free	free	free	study	study	laundry
3:00 PM	class	class	class	class	study	shop	laundry
4:00 PM	class	class	class	class	study	shop	laundry
5:00 PM	class	class	class	class	study	free	laundry
6:00 PM	class	class	class	class	eat	eat	eat
7:00 PM	class	class	class	class	study	study	study
8:00 PM	eat	class	eat	class	study	study	study
9:00 PM	study	class	study	class	study	study	study
10:00 PM	study	eat	study	eat	study	study	study
11:00 PM	study	study	study	study	study	study	study

How many hours are you spending in class each week? 27

How many hours have you devoted to studying/homework each week? 31

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Are you a procrastinator?

Read each statement below and choose the word that best describes your behavior. Write the corresponding number you choose on your paper.

Never – 1 Occasionally – 2 Often – 3 Always – 4

1. I feel I have to “cram” before an exam or “rush” before turning in a project. 3
2. My homework is turned in on time. 2
3. I think I get enough sleep. 2
4. I pull all-nighters before mid-terms, finals, and major projects. 3
5. I plan activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned. 4
6. When I’m working on a paper or project, I put off writing or working until a few days before it’s due. 2
7. I cancel social activities because I feel I don’t have enough time. 3
8. I get my papers/projects in on time. 3
9. I find myself making a lot of excuses to my instructors about why my work isn’t done. 1
10. I feel comfortable about how I use time now. 2
11. I feel that something is hanging over my head, that I’ll never have enough time to do the work assigned. 4
12. I feel tired. 4

Score A – Add up the numbers for questions 1,4,6,7,9,11, and 12. ___20___

Score B – Add up the numbers for questions 2,3,5,8, and 10. ___13___

If Score A is greater than Score B, you are probably a procrastinator. If Score A is less than Score B, you manage your time well. If the scores are equal, you may procrastinate at times, but procrastination is not a habit.

Tips for learning how to manage your priorities:

1. Do you feel over extended? Too much to do and not enough time to do them?

- Do you plan ahead?
- Are you realistic about the time it takes to complete an assignment?

2. Studying!

- Are you aware of the 1-credit class = 3-hour study rule? ○ For every credit you take you will likely need to study three hours a week.
 - If you are a full time student taking 6-9 credits per session, you will study close to 18-27 hours a week.
- Figure out your peak learning time during the day and start with the most difficult task.

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- Try and study at the same time every day.
- For maximum retention, study in 50 minute intervals. (See what works for you! Maybe every 20-30 minutes!)
- Take a five-minute break after a 50 minute stretch to let the information “sink in”.
- Study in an area conducive to learning.
- Keep interruptions and noise to a minimum.
- Be fed and rested. (Drink water and watch your caffeine intake)
- Pace yourself. Going too fast leads to errors and going too slow results in boredom.
- Try different techniques to increase retention. Stand up, walk, pace, talk out loud, sit near a window for natural light, have a study partner.

3. Can you say “NO!”?

- Being able to say no is a learned skill... it takes practice.
- If you are asked to do something that will affect your studies: Check to see if it’s something you really want to do. Consider how it will affect your study time or college success. Ask yourself if it will create stress that you would rather do without.
- Think about delaying your answer in order to figure out what you want to do and perhaps compromise a solution for another time.

4. Reward Yourself!

- Rewarding yourself for completing a task is an important part of being a student. Psychologically we need some sort of recognition of a job well done. Some short term rewards can be watching a TV show, talking to a friend on the phone, having coffee with someone or buying a small reward.
- Long-term rewards are used when a big test or paper is finished, a semester is completed, a certificate or a degree is obtained. These require some more meaningful rewards such as a visit to a museum or gallery, live music or live comedy. The idea is to treat yourself to something special (Keep in mind the cost of these).
- Rewards should be meaningful and should make you feel good.

7. Planning your time.

- Make a list of things to do today and keep it reasonable.
- Make use of an appointment book to keep track of your schedule.
- A perfect tool for the student is a monthly calendar book that allows you to record all required work for the semester, day by day. At a glance you can see what is due and what is coming up. It helps to work backwards when planning your session.
- Use color highlighter to emphasize important assignments.
- Make sure you give yourself free time for fun and relaxation.
- Make time to reward yourself for completing goals.
- Remember to look at your calendar every day.
- Know when to ask for help