

## Time Management

Establish your academic goals, create a study plan, and then develop a time management schedule.

A time management schedule can save you time! Let it act as guide (not a strict regimen) to help you use your time more wisely.

### Directions:

1. Write in all the events that cannot be changed; i.e. class days/times, work schedule, etc. Don't forget to include time to drive to/from college, work, etc.
2. Add times to eat, exercise, and sleep
3. Include entries for any of your responsibilities each week (laundry, cleaning, etc.)

Finally: look at all the empty time slots. This "white space" is time you can dedicate to homework/review/study, in addition to some free/fun time with family/friends.

*"We all have dreams. But, in order to make dreams come into reality, it takes an awful lot of determination, dedication, self-discipline, and effort."*

--Jesse Owens, 1936 Olympian winning 4 Gold Medals

Over for example



# Example of Flexible Time Management Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Notes
6:00 AM	Exercise	Exercise	Exercise	Exercise	Sleep in	Sleep in	Sleep in	Class times: 12-14 credit hours
7:00 AM	Shower	Shower	Shower	Shower	Exercise	Sleep in	Sleep in	Study time (based on 14 credi hours): 21 to 42 hours/week depending on difficulty of coursework
8:00 AM	<b>Breakfast</b> Drive to campus	<b>Breakfast</b> Drive to campus	<b>Breakfast</b> Drive to campus	<b>Breakfast</b> Drive to campus	<b>Breakfast</b> Clean house / laundry	<b>Breakfast</b> Grocery shopping	<b>Breakfast</b>	
9:00 AM					Clean house / laundry	Grocery shopping		
10:00 AM	Math Class		Math Class		Clean house / laundry			
11:00 AM		Science Class		Science Class	Clean house / laundry			
12:00 PM	English Class	Science Class	English Class	Science Class	Shower			
1:00 PM	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	
2:00 PM	ACA class	Humanities Class	ACA class	Humanities Class	Part time job	Part time job		
3:00 PM					Part time job	Part time job		
4:00 PM					Part time job	Part time job		
5:00 PM	Drive home	Drive home	Drive home	Drive home	Part time job	Part time job		
6:00 PM	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	
7:00 PM					Part time job	Part time job		
8:00 PM					Part time job	Part time job		
9:00 PM								
10:00 PM								
11:00 PM	Sleep	Sleep	Sleep	Sleep			Sleep	
12:00 AM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	

**Reminder: to facilitate learning and retention it is important to get at least 7-8 hours of sleep each night, exercise regularly, and eat healthy.**

**Flexible Time Management Schedule** (subject to changes and/or adjustments)

<i>Time</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Notes</i>
6:00 AM								
7:00 AM								
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10:00 PM								
11:00 PM								
12:00 AM								

Reminder: to facilitate learning and retention it is important to get at least 7-8 hours of sleep each night, exercise regularly, and eat healthy.