

## How Well Do I Manage my Time?

Planning a study schedule is essential to becoming a successful. Use the following tips to organize your study and personal time.

1. Use the Personal Time Management Chart to write down your weekly calendar of school, work, and home commitments. Schedule fixed blocks of time first – class time and work time for instance. Then schedule other essential daily activities such as eating, sleeping and travel time Include blocks of time for your errands, family, responsibilities, and of course, your study time. Be realistic about the time you need for all these activities. Post your schedule in a visible spot so that you and your family can see everything that is happening.
2. Set realistic goals for your study time. Establish beginning and ending times to keep yourself on track. Write in study times on your calendar in 45 minute blocks. Write in study times for morning, afternoon and evening. Fight procrastination by doing the easiest part of a big task first and by giving yourself permission to stop after one hour.
3. Schedule time for fun and write it on your calendar. Brains that are constantly assaulted with new ideas and new challenges need time off to digest them. Take time to do things you enjoy Recreation deserves a place in your priorities.
4. Allow flexibility in your schedule. Recognize that unexpected things will happen, so plan for the unexpected. Don't schedule every hour. Give yourself time to get to and from places.

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Prioritize your tasks weekly and do the most important tasks first .

Study during the time of day when you have the most energy.

Use free moments to study: waiting for a bus or appointment or between classes.

Say no to things that do not help you reach your goals.

## Personal Time Management Chart

| Date Time: | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Notes: |
|------------|--------|---------|-----------|----------|--------|----------|--------|--------|
| 6:00am     |        |         |           |          |        |          |        |        |
| 6:30       |        |         |           |          |        |          |        |        |
| 7:00       |        |         |           |          |        |          |        |        |
| 8:00       |        |         |           |          |        |          |        |        |
| 9:00       |        |         |           |          |        |          |        |        |
| 9:30       |        |         |           |          |        |          |        |        |
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| 11:00      |        |         |           |          |        |          |        |        |
| 11:30      |        |         |           |          |        |          |        |        |
| 12:00pm    |        |         |           |          |        |          |        |        |
| 12:30      |        |         |           |          |        |          |        |        |
| 1:00       |        |         |           |          |        |          |        |        |
| 1:30       |        |         |           |          |        |          |        |        |
| 2:00       |        |         |           |          |        |          |        |        |
| 2:30       |        |         |           |          |        |          |        |        |
| 3:00       |        |         |           |          |        |          |        |        |
| 3:30       |        |         |           |          |        |          |        |        |
| 4:00       |        |         |           |          |        |          |        |        |
| 4:30       |        |         |           |          |        |          |        |        |
| 5:00       |        |         |           |          |        |          |        |        |
| 5:30       |        |         |           |          |        |          |        |        |
| 6:00pm     |        |         |           |          |        |          |        |        |
| 6:30       |        |         |           |          |        |          |        |        |
| 7:00       |        |         |           |          |        |          |        |        |
| 7:30       |        |         |           |          |        |          |        |        |
| 8:00       |        |         |           |          |        |          |        |        |
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