

Managing your time

As a college student, you know the demands that classes, homework, work, and family place on your time. One key to managing your time is developing a schedule. Here are some hints for making a schedule.

1. Make a list of all of your weekly commitments for the term. Include classes, work, regular meetings, extracurricular activities, etc. Don't forget things like laundry, regular workouts, grocery shopping, etc.
2. Next, estimate the time needed for each item on the list. Don't forget to include time estimates for reading, studying, and homework you do outside of your classes.
3. Now block out a typical week on the schedule grid below. Start with items with fixed time slots like classes and work. Then include the items on your list with flexible time slots.
4. Don't fill up every time slot on the schedule. Remember that you need to allow time for eating, sleeping, and relaxing! You should also allow a little extra time in case some items take longer than planned.
5. If you find that your weekly schedule is too full for you to handle, you may need to make some changes in your workload, class load, or in other areas of your life. You may want to talk to your advisor, manager or supervisor at work, or someone in your college's academic counseling center for help with such decisions.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5 am							
6							
7							
8							
9							
10							
11							
12 pm							
1							
2							
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9							
10							