

TIME MANAGEMENT: PART I

*Setting up your
foundational schedule*

TIME MANAGEMENT MATTERS!

- ❖ To be successful you need to manage your time for maximum productivity. This requires a solid schedule and *sticking to it!*
- ❖ Earning your desired GPA AND having a full life outside of school requires organization and discipline.
- ❖ *Life is all about finding **BALANCE**.* A solid schedule will also help minimize your stress and remove the need cramming, which will NOT get you the grades you want in a college setting.

MACRO VS MICRO

- ❖ **Macro-schedule** = time blocks. Scheduling blocks of time throughout your day where you will accomplish a certain task.
- ❖ **Micro-schedule** = filling in those time blocks with specifics. For example, if your time block is “Study for Chemistry” what you do during this time will vary from week to week depending on what assignments you have due or when you have your next exam.

CREATING YOUR MACRO, OR “FOUNDATIONAL” SCHEDULE

- ❖ There are several ways to accomplish this. Here, I will go through one effective way to lay the foundation for your time management.
- ❖ Key things to consider :
 - When are your classes?
 - Do you work?
 - Are you in any clubs?
 - When are your “high productivity hours”?
 - Do you have religious obligations?
 - How much sleep do you need to be high functioning?
 - When do you have upcoming social events you want to attend?

LET'S GET STARTED!
FIND A BLANK SCHEDULE

- ❖ You can use a traditional calendar to write on, use excel or word to create one from scratch, or you can use one provided with your school email account (this is my preferred method).
- ❖ I like to use the calendar in my Microsoft email account because it is easy to edit, it is available on all my devices, and they sync automatically.

WHEN WILL YOU WAKE UP?

- ❖ This will be based on your class schedule and how long you need in the morning. For example, I like 1-2 hours minimum. This allows me to get my mind ready for the day by making an action list, exercise, and walk my dog. I also have time to enjoy some coffee before leaving for work.
- ❖ You might want more time - for example, making and eating breakfast might be part of this time block for you as well.
- ❖ How you set up this amount of time is based on YOU! This is your schedule and YOUR morning routine.
- ❖ ***My main suggestion is to ensure you are giving yourself enough time, so you are not starting your day off in a rush!***

WHEN WILL YOU GO TO BED?

- ❖ From your wake-up time, go back 7 - 8 hours and make that your bedtime. You may need a little more, or less, sleep but make sure you are sleeping somewhere between 6 – 9 hours each night.
- ❖ The more consistent you are with your sleep schedule, the better, so I suggest this being your sleep schedule for the entirety of the week, meaning Monday – Sunday.
- ❖ BUT this is *YOUR* schedule and if you want to go to bed/wakeup later during the weekend, go for it.

BLOCK OFF YOUR **NONNEGOTIABLE** RESPONSIBILITIES

❖ Examples:

❖ Class Times

❖ Club Meeting Times

❖ Work schedule

❖ Practice Times (for athletes or band members)

❖ Any observed religious practices

❖ You may have others; these should be the first blocks of time you add to your calendar.

WHEN WILL YOU STUDY?

- ❖ One general rule of thumb is that you spend 2 hours studying for every one hour you are in lecture.
- ❖ I highly recommend you set one of these hours to be right after class if you have that time available to you.
 - If you don't, use this as a guide to how much time you delegate each day to studying for your classes.
- ❖ The specific tasks you do during these time blocks will be part of your study plan and will change weekly. This is the “micro schedule” mentioned in the beginning of this document.

WHEN WILL YOU STUDY? CONTINUED

- ❖ I preferred to study for each of my classes M-F with some review of my harder courses over the weekend. Other students prefer to study only some classes each day. Just ensure that if you have 3 hours of lecture for a class you are planning for 6 hours of weekly study time.
- ❖ Give yourself extra time for each of these study time blocks.
 - Meaning, if you plan on studying for one hour, block out 1.25 – 2 hours.

NOW, THE FUN STUFF!

- ❖ Block out time for:
 - ❖ when you will exercise.
 - ❖ specific time for your favorite form of self care (You will not be able to put your best self into your schoolwork if you don't take time for yourself).
 - ❖ Have breakfast, lunch, and dinner.
 - ❖ Any parties or planned events.
 - ❖ Whatever it is you enjoy doing that adds some balance to your life.

- Some students get overly caught up in University life so make sure you have both studying and playing in your schedule.
 - You can't fully relax and have fun if you know you aren't doing what you need to be doing.
 - And you can't focus fully on what you need to be doing if you don't take time to have fun.

BUFFER TIMES!!

- ❖ Make sure to also add in buffer times – meaning times you will complete the things you didn't get to. (This is inevitable, life happens!!)
 - These can be over the weekend or set throughout the week depending on what works best for you.

- ❖ This is important for a couple of reasons:
 1. It takes some pressure from you. You will not finish everything you want to on some days and that is okay! These times are when you finish them.
 2. If you have extra work due to an exam or big project due date coming up, you have time set aside to complete what you need to.

FRIENDLY REMINDERS

- ❖ What you create from this should be considered your “first draft”.
- ❖ As your semester progresses you will find that you need to change things around and that is OKAY!! And should be expected.
- ❖ By the end of the first 4-6 weeks, you should be able to have a finalized schedule you stick to for the rest of the semester.
- ❖ Creating your foundational schedule will become easier each semester!

FRIENDLY REMINDERS CONTINUED

- ❖ In my experience, students tend to fall on one side of the two extremes
 1. Spending all their time on academics OR
 2. Spending all their time enjoying everything but academics.....

- ❖ The point here is to make sure you fall somewhere in between these two extremes.
 - Some weeks will fall closer to the second, and other weeks will require you to lean towards the first.
 - The goal is for everything to average out to somewhere in the middle!

BOTTOM LINE

- ❖ **Don't try to wing it!!** Trust me on this.....I know from experience that does not work.
- ❖ Experiment and find what works best for you.
- ❖ You don't need to be *perfect* each day to be successful, but you do need to be consistent!
 - Aim for 80-90% on most days.