

Time Management – Time Use Chart and Log (Step 1)

Overview

Time management is not something you do just once and never worry about again (e.g., creating a schedule). Time managing is an ongoing process of awareness and control. It is also closely tied to achieving the goals you have set for yourself. It is important to understand that the times you spend “doing nothing,” you are actually doing something – you are avoiding achieving your goals!

Purpose

The following sets of activities are intended to help you understand and build a realistic schedule and management system that will allow you to maximize your efforts and overall potential this semester. It includes three activities:

- Time Use Chart and Log
- Ideal Schedule
- Master Calendar
- Time Management Strategies

Instructions

- The first step in creating a schedule that works for you is to gain a keen awareness of how you are spending your time. This is similar to people who want to understand how they spend their money and log their spending over time before creating a budget. Starting here first is helpful to truly understand the amount of time you are spending doing various activities.
- Begin by completing the Daily Time Log sheet. Be as accurate as possible. If you are taking a shower and getting ready, hanging out drinking a cup of coffee, or attending class, be sure to log this information. When you are studying for particular courses, identify the courses in the log. Carry this log with you and complete it over the course of the next week.
- After you have stopped logging your information, complete the Time Use Chart Columns A, B and C. Pay attention to how your time spent on activities either supports or detracts from your goals.
- Next, complete an Ideal Schedule and Master Calendar

Time Management – Time Use Chart and Log (Step 1)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							

Time Management – Time Use Chart and Log (Step 1)

Instructions: After finishing the time log, complete Columns A, B & C

	A How many hours did you	B How many hours should you	C How many hours will you
Sleep			
Attend class			
Study			
Eat			
Get ready			
Commute			
Work			
Watch TV			
Socialize			
Surf the Net			
Talk on the phone/text			
Chat/email/IM/Facebook etc.			
Play video games			
Exercise/workout			
Attend sports practice			
Commute or travel home			
List any others:			
Total hours			

Time Use Chart Analysis

Looking at your Time Log for the past week, what do you think about the time that you spent studying? Texting? Watching TV? When you blocked and labeled time for other activities – beyond class work – that you are committed to each week, did you remember to use the syllabus in your courses to map your time? Did you block time to do your reading and homework assignment for each class? Did you plan in advance time to go over or recopy your class notes?

- As a rule of thumb, for each 1 hour in class, it is estimated that students should spend 2-3 hours outside of class studying.
- Following that rule of thumb on studying, students taking 12-15 credits per semester should plan to study 24-45 hours per week outside of class.
- In other words, to really stay on track in your classes, you should plan to study roughly 3-6 hours every day of the week.

Revised Schedule – Make Time Work for You

On the next two pages, you'll find some sample student schedules. Pay attention to how each example supports the students' awareness of goals, strengths and weaknesses. The last page is a blank weekly schedule that breaks your time into one hour increments from 7am to 12am daily. Fill it in using the following guidelines:

- 1) Block and label the hours, Monday-Friday that you have scheduled classes.
- 2) Block and label the hours, Monday-Sunday that you have scheduled for any part-time work.
- 3) Block and label any other times for activities that you are committed to each week. **Don't forget to include your study time!** Not all of your classes are created equal. Some will be more difficult, some will be harder to maintain focus, and some will be personally enjoyable. Consider this as you decide how much time you should devote to each class and when. In terms of deep learning and processing, the more difficult the class, the more time you should invest over multiple days during the week. For example, if Chemistry is your most difficult class, then you should devote the maximum amount of time, 8-9 hours per week outside of class, over several days during the week (5-6 days per week). It will be more effective to study in shorter amounts of time over more frequent days than long study sessions over 1-2 days.
- 4) If you have other weekly activities – sports practice, religious services, clubs, meetings, etc., fill them in, too.
- 5) Review your schedule from last week. What other activities did you do every day? Block and label those times and the ones when you typically eat, exercise, watch a little TV, and hang out with your friends. Consider other detractors in your schedule and account for them. If nap time after lunch is necessary to refresh yourself for the afternoon, then schedule this in as a normal part of your routine versus scheduling study time and then you still take a nap and now you are behind on your day's goals and to dos. By knowing yourself and your needs, it allows you to plan for both, as in this example, a nap and still completing your studying.
- 6) This revised schedule now more accurately reflects how you should manage your time between your studies, your work, and your personal life. It can be adjusted throughout the semester as you need it to. Just don't forget – **you are in control of your time**. The more you schedule your time, the more time you have available. Make it work for you!

Ideal Schedule (Step 2)

Jane A. Student Semester Schedule – Example 1:

- 15 Credits – ENG 122; BIO 110; PSY 120; UNIV 101; HIST 100
- Study Plan – ENG (4hrs); BIO (8hrs); PSY (4hrs); UNIV (3hrs); HIST (4 hrs)

Work Schedule								
	SUN	MON	TUE	WED	THU	FRI	SAT	
630 – 7		Breakfast						
7 – 730		BIO LAB						
730 – 8								
8 – 830								
830 – 9			Breakfast/Getting Ready					
9 – 930								
930 – 10			UNIV		UNIV			
10 – 1030		BIO	UNIV – WORK (30min)	BIO	UNIV – WORK (30min)	BIO		
1030 – 11								
11 – 1130		GYM	GYM	GYM	GYM	GYM		
1130 – 12								
12 – 1230		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH		
1230 – 1								
1 – 130		ENG	HIST – WORK (1hr)	ENG	HIST – WORK (1hr)	ENG		
130 – 2								
2 – 230		PSY	HIST	PSY	HIST	PSY		
230 – 3								
3 – 330		PSY – WORK (1hr)	BIO – TUTORING (1hr)	PSY – WORK (1hr)	BIO – TUTORING (1hr)	PSY – WORK (1hr)		
330 – 4								
4 – 430		FLEX		FLEX		FLEX		
430 – 5								
5 – 530		DINNER	DINNER	DINNER	DINNER			
530 – 6								
6 – 630	BIO – WORK (2hrs)	BIO – WORK (2hrs)	UNIV – WORK (1hr)	BIO – WORK (2hrs)	UNIV – WORK (1hr)			
630 – 7								
7 – 730					HIST – WORK (1hr)	HIST – WORK (1hr)		
730 – 8								
8 – 830	PSY – WORK (1hr)	ENG – WORK (1hr)	ENG – WORK (1hr)	ENG – WORK (1hr)	ENG – WORK (1hr)			
830 – 9								
9 – 930								

Points to notice about this schedule:

- This student has late starts the majority of mornings (930 or 10).
- This student is more effective in the evenings and is comfortable with studying at that time; however, she is still done every evening by 9.
- Gym time is a priority and is planned 5 days a week.
- Friday nights, all day Saturday, and Sundays until 6pm are completely open.
 - This time can be used for social wants or possible job commitments.
- Planned study time is based on the needs of the courses. BIO is the hardest course for this student and so more time is planned.
 - This student's most difficult course is BIO and she either goes to class or studies BIO 6 days out of 7. Constantly revisiting the material on an almost daily basis is an effective strategy to ensure deeper learning.
 - Tutoring is built in as a regular part of her schedule.
 - This student enjoys her ENG class and so finishes each day with this study time. It's easier for her and so doing it during the last part of the day is not a problem. She begins BIO earlier when she is fresher and can maintain concentration better.
- FLEX time is included which can be used on weeks where additional study time is needed (e.g., exam weeks). If this time is not needed, then she can use it however she likes.

Ideal Schedule (Step 2)

Jane A. Student Semester Schedule – Example 2:

- 15 Credits – ENG 122; BIO 110; PSY 120; UNIV 101; HIST 100
- Study Plan – ENG (4hrs); BIO (8hrs); PSY (6hrs); UNIV (3hrs); HIST (4 hrs)

Work Schedule								
	SUN	MON	TUE	WED	THU	FRI	SAT	
		Breakfast						
7 – 730		BIO LAB	Breakfast/Getting Ready					
730 – 8								
8 – 830				PSY – WORK (1.5hrs)	PSY – WORK (1.5hrs)			
830 – 9						PSY – WORK (1hr)	PSY – WORK (1hr)	
9 – 930								
930 – 10			UNIV		UNIV			
10 – 1030		BIO		BIO		BIO		
1030 – 11			ENG – WORK (1.5hrs)		ENG – WORK (1.5hrs)			
11 – 1130		GYM		GYM		GYM		
1130 – 12								
12 – 1230		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH		
1230 – 1								
1 – 130			HIST – WORK (1hr)		HIST – WORK (1hr)			
130 – 2		ENG		ENG		ENG		
2 – 230								
230 – 3		PSY	HIST	PSY	HIST	PSY		
3 – 330								
330 – 4		BIO – WORK (2hrs)	BIO – TUTORING (1hr)	BIO – WORK (2hrs)	BIO – TUTORING (1hr)	BIO – WORK (2hrs)		
4 – 430								
430 – 5								
5 – 530			UNIV – WORK (1.5hr)		UNIV – WORK (1.5hr)			
530 – 6		PSY – Study Group (1hr)						
6 – 630	ENG – WORK (1hr)							
630 – 7		DINNER						
7 – 730								
730 – 8	HIST – WORK (2hrs)	FLEX						
8 – 830								
830 – 9								
9 – 930								

Points to notice about this schedule:

- This student would rather work during the day than the evenings. She doesn't mind getting up early.
 - This would easily allow for a part-time job or other extra-curricular activities.
- Gym time is still important and is planned 3 days a week.
- Friday nights, all day Saturday, and Sundays until 6pm are still completely open.
 - This time can also be used for social wants or possible job commitments.
 - This time is also available for extra exam preparation if needed.
- Planned study time is still based on the needs of the courses. BIO and PSY are the hardest courses for this student and so more time is planned.
 - This student's most difficult courses are BIO and PSY and she either goes to class or studies these courses 5 days out of 7. Constantly revisiting the material on an almost daily basis is an effective strategy to ensure deeper learning.
 - Tutoring and study group are built in as a regular part of her schedule.

FLEX time is included which can be used on weeks where additional study time is needed (e.g., exam weeks). If this time is not needed, then she can use it however she likes.

Ideal Schedule (Step 2)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							

Time Management – Master Calendars (Step 3)

One of the differences and major benefits of classes at the college level versus high school is the availability of your syllabi. Unlike high school, many of your syllabi will give you a semester schedule that includes major due dates and exam dates. Unfortunately, many students do not take advantage of this information.

The following page includes a “Master Calendar.” It is a one-page planning tool that will help give you an overview of what you are responsible for. The master calendar is used with your other planners and/or planning tools. As one page, it allows you to keep it with you and to see everything quickly. By completing the master calendar now, it will allow you to do a couple of things. First, it allows you to do your weekly and daily planning based on what is coming up without flipping through multiple course packets and syllabi (and potentially missing something). Second, it allows you to identify and prevent any surprises. If you have two papers and two exams in week 11, you can see it now and plan accordingly. One recommendation is to start each week (e.g., Sunday evenings) by planning your goals and to-do lists for the week based on what is coming up on your master calendar. Then, each evening, plan your next day based on your weekly plan. Using your calendar will also allow you to break-up major projects and papers into smaller parts and multiple due dates. Breaking up efforts into smaller parts promotes greater focus and higher motivation.

To complete the master calendar, include all important dates that impact your schedule and planning (e.g., due dates, exams, vacations, sports commitments, etc.). Some students will use different colors to highlight different classes. Again, refer to this calendar as you plan your days and weeks. Last minute surprises can be a disaster so use your master calendar to plan ahead - **you are in control of your time!**

Master Calendars (Step 3)

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	22-Aug Classes Begin	23-Aug	24-Aug	25-Aug	26-Aug Course Add Deadline	27-Aug
28-Aug	29-Aug	30-Aug	31-Aug	1-Sep	2-Sep Course Drop Deadline	3-Sep
4-Sep	5-Sep Labor Day (UNC closed)	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep
25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	1-Oct
2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct
9-Oct	10-Oct	11-Oct	12-Oct	13-Oct Individual Course Withdrawal Deadline	14-Oct	15-Oct
16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct
23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct
30-Oct	31-Oct	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov
6-Nov	7-Nov	8-Nov	9-Nov	10-Nov	11-Nov	12-Nov
13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov	19-Nov
20-Nov	21-Nov	22-Nov	23-Nov (Thanksgiving) UNC closed	24-Nov (Thanksgiving) UNC closed	25-Nov (Thanksgiving) UNC closed	26-Nov
27-Nov	28-Nov	29-Nov	30-Nov	1-Dec	2-Dec	3-Dec
4-Dec	5-Dec Finals Week	6-Dec Finals Week	7-Dec Finals Week	8-Dec Finals Week	9-Dec Finals Week	10-Dec

Time Management Strategies (Step 4)

Below is a list of potential time management strategies. Now that you have created an ideal schedule and master calendar, consider the following strategies that will help you make the most of each day. It is likely that you are currently using some of these strategies; however, there are probably many that you have not tried or considered. Be open to trying new strategies and creating new and helpful efficiencies!

Time Management Strategy	Notes/Examples
<ul style="list-style-type: none"> • Sleep 	Long-term lack of sleep can be the equivalent of being intoxicated
<ul style="list-style-type: none"> • Pack items for the day the night before 	Avoids forgetting important items and then wasting time during the day to retrieve needed items
<ul style="list-style-type: none"> • Divide study sessions by types of activities and/or subjects 	Switching between writing, reading, doing math problems, etc.
<ul style="list-style-type: none"> • Set study session to dos/goals 	In the next hour, I will read 10 pages, create 10 flashcards for vocabulary words, etc.
<ul style="list-style-type: none"> • Use master calendar to plan weekly to dos/goals 	
<ul style="list-style-type: none"> • Plan weekly goals/to dos at the beginning of the week (e.g., Sunday night) 	
<ul style="list-style-type: none"> • Each night, plan the next day's to dos/goals based on weekly goals 	Adjust as tasks and goals are completed throughout the week
<ul style="list-style-type: none"> • Prioritize to dos and weekly goals based on deadlines and importance 	
<ul style="list-style-type: none"> • Set real rewards for achieving weekly goals 	
<ul style="list-style-type: none"> • Set real consequences/plans of action when not achieving weekly goals 	"I won't do anything else on Saturday morning until weekly goals are complete"
<ul style="list-style-type: none"> • Set-up routines and use your ideal schedule 	
<ul style="list-style-type: none"> • Adapt schedule, if needed, to be more realistic as you learn more about yourself and your schedule 	

Time Management Strategies (Step 4)

Time Management Strategy	Notes/Examples
<ul style="list-style-type: none"> • Set time for household chores 	Laundry, shopping, etc.
<ul style="list-style-type: none"> • Using your master calendar, set short-term deadlines for long-term projects 	Draft paper due date for end-of-semester research paper
<ul style="list-style-type: none"> • Schedule readings in smaller blocks across the week rather than sitting down and reading long periods/pages at a time 	100 pages over 5 days, 20 pages per day
<ul style="list-style-type: none"> • Plan smaller study sessions for subjects across the week and/or day rather than large blocks 	1 hour per day over 5 days; 1 hour in the morning and 1 hour in the evening
<ul style="list-style-type: none"> • Break large assignments into smaller pieces 	10 page paper, 1 page per day
<ul style="list-style-type: none"> • Make tutoring and study groups a normal part of your weekly schedule/routine 	
<ul style="list-style-type: none"> • Plan for breaks and mini-rewards throughout the day 	45 minute focused study, then 15 minutes Facebook/texting
<ul style="list-style-type: none"> • Allow for exercise and don't skip meals 	
<ul style="list-style-type: none"> • Share your schedule, especially study times, with your friends and roommates and <u>ask for their support</u> 	
<ul style="list-style-type: none"> • Study in areas where there are no distractions 	
<ul style="list-style-type: none"> • Turn-off electronics when studying or sleeping 	Phone and social media
<ul style="list-style-type: none"> • When eating a frog is on your to-do list, eat the frog first 	By completing the hardest and/or most boring tasks first, everything else is easy then
<ul style="list-style-type: none"> • Carry study aids for on the run (e.g., flashcards, graphic organizers, etc.) 	
<ul style="list-style-type: none"> • Start with hardest subjects when fully refreshed 	

Time Management Strategies (Step 4)

Time Management Strategy	Notes/Examples
<ul style="list-style-type: none"> Finish with easier more enjoyable subjects when more tired, less focused 	
<ul style="list-style-type: none"> Base your schedule on realistic expectations of your periods of focus, distraction, etc. 	If you are not a morning person, don't schedule study time first thing in the morning
<ul style="list-style-type: none"> Start assignments once you have all materials and information you need, rather than starting at the last possible moment 	"What is the earliest date I can start?" versus "What is the last possible date I can start and still get done?"
<ul style="list-style-type: none"> Finish assignments early 	Allows you to produce your best work by allowing you to revisit tasks, avoid technical problems, get feedback from peers and professors, avoid missing opportunities to get questions answered, etc.
<ul style="list-style-type: none"> Build social and leisure times into your schedule 	Allows you to get real breaks and then be fully focused for work and school tasks
<ul style="list-style-type: none"> Build in flex time into your schedule 	Allows for extra time needed during exam weeks without destroying your routines/schedule
<ul style="list-style-type: none"> Study time outside of class should be 1-3 hours per credit hour of class 	A 3 credit class = 3 to 9 hours of study time outside of class; all classes are not equal, base study time on level of difficulty
<ul style="list-style-type: none"> Plan study time to support long-term information processing, not just completing assignments and/or studying for an exam 	Reduces stress and allows for efficient studying versus cramming (i.e., you are always preparing for an exam)
<ul style="list-style-type: none"> Create test plans 	Plan studying and tasks over the course of weeks, plan specifics (e.g., amount of study time and tasks) during exam weeks