

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7	get up breakfast travel	get up breakfast travel	get up breakfast travel	get up breakfast travel	get up breakfast	Sleep in breakfast	Sleep in breakfast
8	PSY 101	Read English 101	PSY 101	Read English 101	Errands	read PSY 101	read Geog.
9		English 101		English 101		travel	travel
10	Review & do math assignment	Read math Chapter	Review & do math assignment	Read math Chapter	Research at library	Work	Church
11							



Select your course load by balancing your work schedule with your college courses.

<u>If you work</u>	<u>Take no more than</u>
40 hours per week	6 credits
30 hours per week	9 credits
20 hours per week	12 credits

For every hour of class instruction you should set aside 3 to 4 hours of study time, including preparation and review times.

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**Recruitment, Retention, & Tutorial Services**

Charleston Campus - 651-7367  
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**Recruitment, Retention, & Tutorial Services**



**Effective Time Management**



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# Strategies for Effective Time Management

## Make a Tentative Weekly Schedule

1. List all fixed activities such as classes and work.
2. Add time needed for meals, sleep, job, travel, and grooming.
3. Estimate and list time needed for studying each subject, generally 2 to 3 hours per credit per week.
4. Find your periods of peak efficiency and periods when you are likely to have the best study conditions. Plan to study your most difficult subjects then.
5. Use time between classes for reviewing and revising notes from the preceding lecture, and for preparing for the next lecture by reading assigned materials.
6. Schedule each study period as close to that class meeting as possible.
7. Avoid learning interference by scheduling the study of unlike subjects consecutively OR by taking a break when studying similar subjects.
8. Plan time in your schedule for recreation.

## Tips for Managing Time

### Buy a Monthly At-A-Glance Calendar

Each semester, write all test dates, assignment due dates, and important deadlines. This serves as a visual reminder for you to plan ahead.

### First Things First

Concentrate on one thing at a time.

### Prioritize: To-Do Lists

Plan your day each morning or the night before, and set priorities for yourself.

### Schedule Yourself

Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.

### If It's Disruptive, Turn It Off!

Cell phone, TV, or anything else that disrupts your concentration.

### Reward Yourself

Try rewarding yourself when you get things done as you had planned, especially major ones.

### Deadlines

Be sure to set deadlines for yourself whenever possible.

### Prioritize Again

Remind yourself, "There is always enough time for the important things."

### Avoid Getting Over-Committed

Learn to say NO to too many activities.

## Adapt Your Schedule to Changing Situations

- Allow longer periods in your schedule for term papers and projects during the weeks when you need to work on these.
- Plan your final exam review schedule at least three weeks ahead. Plan for intensive review several nights before the exam and to use the night before to go over concepts that are still fuzzy.
- Allow some unscheduled time in case emergencies should arise.

