

Academic Support  
Centre



**CONFEDERATION COLLEGE**

Education That Works



# Managing Time Effectively

“...time is not the problem, but how we use it.”

R. Alec Mackenzie

This handout was compiled by  
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"Know the true value of time; snatch, seize and enjoy every moment of it."

Do you feel **T I M E** is a problem for you because

...you have many responsibilities?

...it's impossible to give adequate attention to each subject?

### **FILL OUT A STUDY SCHEDULE!**

You may discover

...you have more time than you thought.

**SO** - budget that time to include each of your tasks and leisure pastimes.

OR

-you can't manage all of your present activities.

**SO** - examine your priorities.

Something has to go!

Will it be

-some or all job hours?

-your standard of housework?

-part of your course load?

**Your expectations of yourself must be realistic!**

## THE STUDY SCHEDULE

As a busy college student you will find that TIME is your most scarce resource.

The table below shows how a student's TIME is usually consumed.

Activity	Time
Sleep (7 x 8 hrs.)	56 hours
Classes	30
Meals (7 x 3 )	21
Showering & Dressing	4
Travel Time	5
Coffee Breaks	4
	120 hours

### Student's Use of Time

This leaves you 48 hours every week for all the other activities in which you may wish to participate. These include dances, movies, job, family responsibilities, visiting, watching T.V., shopping, sports or hobbies, doing assignments, studying for tests, etc.

So many interesting things compete for your time and attention that all too many students allow these activities to crowd out study time. A study schedule helps you keep your activities in perspective so you can be a successful student and still have TIME left for your friends and other activities. A good study schedule is the key to being a successful student.

## **WHERE TO START**

To help you keep track of tasks, record daily homework and minor assignments in a pocket-sized notebook. Enter major term test and project due date as well as personal commitments on a monthly calendar so that you can see at a glance what you need to do.

## **STEPS TO EFFECTIVE SCHEDULING**

1. At the beginning of each semester, establish a reasonable schedule that you live with and stick to.
2. Budget time to prepare for each class and all exams. Be specific about the task to be completed and the time you will spend on the task. e.g. 7 - 8 p.m.: Psychology textbook reading.
3. Study class notes as soon as possible after each period and review regularly after that to avoid cramming.
4. Give difficult subjects preferred times with the fewest possible interruptions and disturbances.
5. Plan short breaks after each study period of approximately 45 minutes.
6. Study a subject that requires rote learning just before you go to bed. Your mind will unconsciously continue to work on this memorization while you sleep.
7. Stick to your schedule and reward yourself for following through with it.

### STUDY SCHEDULE GRID

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7 - 8							
8 - 9							
9 - 10							
10 - 11							
11 - 12							
12 - 1							
1 - 2							
2 - 3							
3 - 4							
4 - 5							
5 - 6							
6 - 7							
7 - 8							
8 - 9							
9 - 10							
10 - 11							
11 - 12							

## HOW TO SET UP AN EFFECTIVE STUDY SCHEDULE

### PART I

Fill in the following: Use pencil.

1. timetable
  2. all things that must be done
    1. travel time to and from college
    2. meals - eat, prepare? clean up?
    3. sleep
    4. part-time jobs
    5. housework, laundry groceries, banking bills
    6. children
  3. study time
  4. free time
- } balance

### PART II

#### Study Time

1. Prepare for classes -preread texts and make notes  
-review notes and course outlines
2. Review class notes as soon as possible after each class  
**(Write - Reduce - Recite - Reflect - Review)**
3. Read Texts - make notes  
**SQ4R - Survey**
  - Question
  - Read
  - Recite
  - Rite (write)
  - Review
4. Allow a block of time for review.
  - more time for difficult courses
  - 45 minutes - take break (10 - 15 min.)

### **BENEFITS OF A TIME SCHEDULE**

1. It provides an overall visual view of all activities.
2. It points out imbalances of study time and recreational time.
3. It provides motivation to get started.
4. It helps you stick to subjects which you dislike so you don't crowd them out with more interesting subjects or activities.
5. It promotes regular studying which eliminates cramming and removes pressure.
6. It reduces dead time spent making decisions of what to do next.

These are a few suggestions. If you need further assistance, don't hesitate to drop by or to call the Academic Support Centre for an appointment.