

MANAGING TIME FOR SCHOOL

Managing time for school requires effort. Think about why you wish to manage your time. Chances are that you have one or more of the following problems.

- a. You have lots of home and family responsibilities. There is very little time left for yourself.
- b. Your classes seem very hard and you can't get your homework done on time. The more trouble the class gives you, the less you want to study for it.
- c. You have signed up for more classes than you can find the time to study for.
- d. You can't make yourself work during your available time. Socializing, sleeping, hobbies, or other activities seem to have more appeal than homework.

Most students who are having problems in school have not planned their time well and do not allow themselves the necessary amount of study time. Students who schedule specific **TIMES** and **PLACES** to study and stick to their schedules generally do better in school than those who don't.

Time management techniques will give you some control over your life. They will help you get things done on time, avoid last minute-learning, and actually give you some extra free time. However, good time management requires a decision to change some difficult choices about what things are really important to you and the discipline to carry out changes that may be uncomfortable at first.

The following exercises should help you in managing your time. Try to follow the directions exactly at first. After you work with the techniques here for a week or so, modify the worksheets and the time management methods to suit you better. There are no right or wrong ways to manage time. What is important is that you find a system that allows you to make the most of your time, fulfill your commitments and leave time to yourself.

FIVE STEPS TO MANAGING TIME

STEP 1: YOUR WEEKLY COMMITMENTS

In ink---fill out an hourly schedule for a week with the activities that you **MUST DO** at **SPECIFIC TIMES EVERY WEEK**. These activities should be the ones that you cannot reschedule or eliminate without major negative results for either yourself or for others. Your classes are one example, as is your time to and from school. Other activities of this type could be work, taking children to school, or feeding farm animals.

You should not include any activities that could be postponed, rescheduled, eliminated or given to someone else to do. Laundry, shopping, dishwashing, cleaning, and appointments with doctors or lawyers can usually be done at a convenient time rather than a specific time. Some people find that mealtimes and bedtimes belong in the **MUST** category, while others find they can be fairly flexible about when these activities take place.

STEP 2: PLANNING YOUR STUDY HOURS

Use the Study Time Planner to figure the number of study hours you should include in your schedule. Roughly speaking, you should plan on an average of two hour for every hour in class. Some classes may require almost no studying; but in general, try to plan more study hours than you think you will need. If you don't need the time to study, you can do other things with it. If on the other hand you need to study, the time is reserved.

STEP 3: SCHEDULE YOUR STUDY HOURS

Use the daily distribution portion of the Study Time Planner and your Schedule to plan WHEN and WHERE you will do your studying. Pencil in your study times on the Schedule so that you can change them easily if your initial plan doesn't work.

STEP 4: SCHEDULE YOUR FLEXIBLE ACTIVITIES

Look at the time remaining on your schedule and fill in your flexible activities. You will find that you do not have time for everything. Fill in the most important of the things you wish to do. Here is where difficult choices come in and where you must make sure you have carefully chosen your priorities.

STEP 5: REVISE THE SCHEDULE

Work with your schedule. Revise it as you must but only after you have given it a serious chance to work. The new schedule probably won't be comfortable at first so give it a chance before you alter it.

USING YOUR SCHEDULED TIME EFFECTIVELY

After you have reserved time for studying, you still faced with devising a way to make your study time count. One of the best ways to get yourself to stay on track is to make it attractive to do so. You can give yourself an incentive for finishing each task that needs to be done in studying. In addition, you need to be sure that you write down all your assignments in a central place so that you can see at a glance what is due and when it is due.

The Weekly Study Plan is one tool you could use to keep yourself on track. To work with it, follow the steps outlined below.

1. Place the weekly plan in the front of your notebook. Write down every assignment the moment you get it. Include the book, pages, problem numbers and any other information you can. Write down the due date. Use a separate from for each class you take.
2. Break down assignments like term papers or exam preparation into small doable units. Decide on a due date for each part and write it down.
3. Preview each assignment as you get it. Estimate the amount of time each assignment will take (in minutes or hours). Plan a starting date that will allow you to finish the assignment AT LEAST one day in advance. If your estimate is off or if something unforeseen come up, you should still be able to finish on time.

4. Plan a reward for finishing each assignment. Your reward should be something you won't normally give yourself, something you will want to work for and something that is appropriate in your life (but don't reward yourself with a candy bar if you are dieting).
5. Give yourself your reward when you complete your goal ON TIME. If you finish your work before your study period is over, use the extra time to do something for yourself not necessarily to keep studying.

REMEMBER: NO ONE ACHIEVES PERFECTION OVERNIGHT AND MANAGING TIME IS VERY DIFFICULT.

ALTERNATIVE TIME MANAGEMENT SYSTEMS

PHASE I

Record your activities for one week. Record how much you get done during each study session. Record all your assignments on one sheet of paper.

PHASE II

Analyze your studying effectiveness. Determine time to do one unit for each class.

1. Reading:
How long to read one page on the average for each class. Note differences due to time of day, study location and type of class.
2. Preparing and going over study notes – time per chapter.
3. Writing laboratory reports – 90 minutes per report.
4. Writing themes – 1 hour per page.
5. Typing papers – ½ hour per page.
6. Preparing for test.

PHASE III

Plan your studying for next week.

1. From your assignment sheet and your analysis of the time it takes you to complete assignments, determine how much time you'll have to study for the week. Don't forget your reading and study notes.
2. Enter the time you will need to accomplish all your assignments on your weekly schedule.
3. Over-estimate if you have any doubts about the time need.

PHASE IV

Follow your study plan.

1. Record how much you get done. You'll need to know the rate for next week's planning.
2. Arrange extra time for work not done, but try to accomplish in the planned time or less.
3. If unknown, important events force deviation from your plan, record changes so you make up the time lost.

20 PROVEN STRESS REDUCERS

1. Get up fifteen minutes earlier in the morning. The inevitable morning will be less stressful.
2. Don't rely on your memory. Write down appointment times, when to pick up the laundry, when library books are due, etc. ("the palest ink is better than the most retentive memory"Old Chinese proverb.)
3. Procrastination is stressful. Whatever you want to do tomorrow, do today; whatever you want to do today, do it; whatever you want to do today, do it now.
4. Plan ahead. Don't let the gas tank get below one-quarter full, keep a well stocked "emergency shelf" of home staples, don't wait until you're down to your last bus token or postage stamp to buy more, etc.
5. Don't put up with something that doesn't work right. If your alarm clock, wallet, shoe laces, windshield wipers—whatever are a constant aggravation, get them fixed or get new ones.
6. Be prepared to wait. A paperback can make a wait in a post office line almost pleasant.
7. Pollyanna-Power! For everything that goes wrong, there are probably 10 to 50 blessings. Count them!
8. Turn "needs" into preferences. Our basic physical needs translate into food and water, and keeping warm. Everything else is a preference. Don't get attached to preferences.
9. Simplify, simplify, simplify.
10. Make friends with nonworriers. Nothing can get you into the habit of worrying faster than associating with chronic worriers.
11. Create order out of chaos. Organize your home and workspace so that you always know exactly where things are. Put things away where they belong and you won't have to go through the stress of losing things.
12. Add an ounce of love to everything you do.
13. Become more flexible. Some things are worth not doing perfectly and some issues are well to compromise upon.
14. Eliminate destructive self-talk: "I'm too old...", "I'm too fat....," etc.
15. "Worry about the pennies and the dollars will take care of themselves." That's another way of saying: Take care of the todays as best as you can and the yesterdays and the tomorrows will take care of themselves.
16. Do one thing at a time. When you are with someone, be with the person and with no one or nothing else. When you are busy with a project, concentrate on doing that project and forget about everything else you have to do.
17. If an especially "unpleasant" task faces you, do it early in the day and get it over with. Then the rest of your day will be free of anxiety.
18. Learn to delegate responsibility to capable others.
19. Forget about counting to 10. Count to 1,000 before doing something or saying anything that could make matters worse.
20. Have a forgiving view of events and people. Accept the fact that we live in an imperfect world.