

# Time Management Plan

A master calendar should be completed once a semester including the following information.

- Important college dates (start and end dates, holidays, etc.). These dates can be found at [our website](#) – Scroll down and click on Current Students – Academic and Event Calendar
- Test dates
- Paper due dates
- Project due dates
- Any other activities/events already planned

Spend approximately 20 minutes at the beginning of each week to develop a weekly schedule.

- Include all the required activities, such as classes' times and work schedules.
- Include test dates and assignment due dates from your master calendar.
- Include how much time you need to study each day and review class notes each day for each class.
- Include time for yourself.

Time	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							

## Helpful Hints

- Choose the best time of day for you to study. If you are not a morning person, do your schoolwork later in the day.
- Find a quiet place to study so you can focus on your work and not be distracted.
- Schedule short breaks while you study about 10 – 15 minutes. Long hours of studying can cause fatigue and make it harder to concentrate.
- Only commit yourself to activities you have time for. Don't over commit!
- Do the most important task first. Don't procrastinate!
- Work on the hardest subjects first.
- Each night, take a few minutes to review/update your schedule for the next day.

## Evaluate your schedule after a few weeks.

- Did you have times when you procrastinated?
- Who or what may be interfering with your schedule?
- Did you have "hidden time" that you are not using (time you may be waiting for doctor visits, time between classes, standing in grocery line, etc.)?
- Did you have enough study time, reading time, research time in your day?
- Did you use your time efficiently?