

Time Management Activity¹

How do you spend your time?

Read each statement below and choose the word that best describes your behavior. Write the corresponding number you choose on your paper or type it in.

Never - 1 Occasionally - 2 Often - 3 Always - 4

1. I feel I have to "cram" before an exam.
2. My homework is turned in on time.
3. I think I get enough sleep.
4. I pull all-nighters before midterms and finals.
5. I plan activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned.
6. When I'm working on a paper, I put off writing until a few days before it's due.
7. I cancel social activities because I feel I don't have enough time.
8. I get my papers in on time.
9. I find myself making a lot of excuses to my instructors about why my work isn't done.
10. I feel comfortable about how I use time now.
11. I feel like I don't have enough time to do the work assigned.
12. I feel tired.

Score A - Add up the numbers for questions 1,4,6,7,9,11, and 12. _____

Score B - Add up the numbers for questions 2,3,5,8, and 10. _____

If Score A is greater than Score B, we can probably work on your time management skills!

If Score A is less than Score B, you manage your time well.

If the scores are equal, you may need to work on your time management skills a bit.

¹ Activity idea obtained from <https://uiu.edu/wp-content/uploads/Time-Management-Worksheet.pdf>

How do you spend your time?

A great way to better manage your time is to first figure out how you spend it! It is often the case that students have unrealistic conceptions of the appropriate amount of time to spend studying and the most efficient ways of spending that time. For example, for every hour spent in class it is suggested that students spend two hours studying outside of class for that subject. That time should be spent reading assignments, reorganizing or reviewing notes, developing study aids like flash cards or outlines, completing homework assignments, and meeting with study groups.

Please answer the questions as honestly as possible.

I spend _____ hours per week studying outside of class.

I spend _____ hours per week sleeping.

I spend _____ hours per week eating.

I spend _____ hours per week relaxing, recreation, and participating in social events.

I spend _____ hours per week at work.

I am late to a meeting, to class, to work, or to an appointment _____ times a week.

On average, I am _____ minutes late to meetings, class, work, or appointments.

When I am late, I feel _____.

I have been late to an exam in the last year. ___ Yes ___ No

I spend more time on _____ courses than _____ courses because _____.

I use short periods of "down time" (between classes, before meals, etc.) to:

I have a planner that I use. ___ Yes ___ No

I work better under pressure. ___ Yes ___ No

I check my planned schedule or syllabi for upcoming assignments:

___ Everyday ___ Once a Week ___ Twice a Week ___ Every Two Weeks

I have done poorly on assignments (papers, tests, speeches, etc.) in the past because I did not spend enough time on them. ___ Yes ___ No

I have done poorly on assignments (papers, tests, speeches, etc.) in the past because I did not start them early enough. ___ Yes ___ No

The most time consuming course or courses this term will be _____ because _____.

What are some ways I can use short periods of down time to be productive:

There are 24 hours in a day- how do you spend each hour (don't forget to include hours spent sleeping!). Include everything from school, work, family responsibilities, time with friends, eating, transportation, etc.

12:00 AM	
1:00 AM	
2:00 AM	
3:00 AM	
4:00 AM	
5:00 AM	
6:00 AM	
7:00 AM	
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	

5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
9:00 PM	
10:00 PM	
11:00 PM	

Now let's see how many hours you spend doing these activities per week (the blank lines are for you to put any additional obligations/activities that are not already listed):

1. Class Time _____
2. Study Time, reviewing, projects, papers _____
3. Commuting _____
4. Meals _____
5. Hours of employment _____
6. Responsibilities at home _____
7. Athletics requirements _____
8. Telephone and computer _____
9. Television _____
10. Socializing (outings, sports, movies, entertainment, etc.) _____
11. Sleeping _____
12. _____
13. _____
14. Other time spent _____

Total: _____

Great! Now, let's consider the following to help better put your time into perspective:

There are 24 hours in a day...

- 168 hours in a week...

- If you get up to 8hrs of sleep a day then that leaves you with 112 hrs in which your awake
- Each course is 3 credits and you spend at most 3hrs a week in class for each course.
- That leaves you with 100hrs...
- It is suggested by many that for 1hr spent in class students should spend 2hrs "studying"...
- You are left with 76hrs to divvy up for other things like (work, eating, personal time, etc.)

Subtract your Total _____ Total free hours per week _____

Now let's organize your time spent per week:

Now that you know how you are currently spending your time, it is good to reflect on your life's priorities and goals. What is most important to you? What are your life priorities?

List your **top 10 life priorities** in order from **most to least important**:

- | | |
|----------|-----------|
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |
| 5) _____ | 10) _____ |

a) How do your Priorities match up to how you spend your time each week?

b) What do you need to **adjust** in your weekly schedule to **better** match your life priorities?

c) List any additions you want to add to your weekly schedule:

d) What do you spend time on that you will remove or reduce in your weekly schedule?

Now that you've thought about changes that you could make to your current weekly schedule, let's create a new schedule that you could maybe follow:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00AM							
11:00AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							

8:00 PM							
9:00 PM							
10:00PM							
11:00 PM							

How many hours are you spending in class each week?

How many hours have you devoted to studying each week?

Reflect: Tips to better manage your time:

- 1) Plan ahead
- 2) Study
- 3) Reward yourself!

Let's Review!

- 1) For every 1 hour in class, it is suggested that students spend 2 hours studying for that class.
 - a) TRUE
 - b) FALSE
- 2) There are 178 hours in a week.
 - a) TRUE
 - b) FALSE
- 3)

Answer Key

1) TRUE

2) FALSE - 168 hours