

It's All About Balance: Time Management

Carrying a full load of college credits is essentially equivalent to having a full-time job (when you consider class time, homework and study time), so that is at least 35-40 hours throughout the week!

Advantages of Time Management:

- ✓ gain time
 - ✓ motivates and initiates
 - ✓ reduces avoidance
 - ✓ promotes review
 - ✓ eliminates cramming
 - ✓ reduces anxiety
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- In other words, to understand the material in each of your courses at a level the professor considers adequate, you should plan on studying between two and three hours for every hour you spend in class.
 - Research has shown that people remember information best when they study in **frequent**, relatively **short bouts** of time, rather than in last-minute marathon study sessions.
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Time Management and Organization

HOW DO YOU GET STARTED? Part 1: Consolidated Semester Calendar

Get the “big picture”. Plan out your semester: Most students find this an incredibly helpful exercise because it gives you an overview of what your semester is going to look like and where you may have “crunch periods”. This will give you an idea of how far in advance you need to plan. Make sure that you can complete all your assignments, *without* sacrificing the time you need to put in to make sure you keep up with all your classes.

Directions:

- Gather all your syllabi together and read them through carefully and highlight the most important parts. Notice when and how many major assignments are due (above and beyond the weekly homework and readings that you have). Make sure to take notice of the attendance, late work, and grading policies.
- Determine what calendar you're going to use: online Canvas calendar, Outlook calendar, Google calendar, physical planner/calendar, etc.
 - Tip: Check your Canvas calendar, it sometimes auto populates assignments, but you would need to confirm that it's 100% accurate. Check it against all of your syllabi. You can edit and add any needed changes.
- Confirm what platforms your remote classes are on and links to those remote class sessions. Note in your calendar to make it easier to find.
- Use UW's Academic Calendar to record important deadlines like the drop and withdrawals dates. It's a good idea to meet with your Academic Advisor before the deadlines to see if either may be needed.
- Fill in the semester calendar to record when ALL your exams, quizzes, lab reports, papers, finals, readings, etc. are due.
- Take notice of your weekly homework/quizzes/readings pattern. Faculty typically do not change weekly deadlines. (Now keep that and use it in the Weekly Schedule).
- Remember to put notifications on your assignments to give you the advance notice.

Tip #1:

You can pick up a planner/agenda or use an online calendar (or both). Once you have an idea of where your crunch periods are, you can use a monthly planner (in addition to a weekly planner which focuses on the details) to plot out a strategy. When do you need to start your assignments or studying? How much work do you need to do every day or week to make sure you have enough time for enough practice problems, tutoring opportunities, attend office hours to ask questions, etc.?

Tip #2

Remember that you need to set **realistic goals** for yourself! It's always better to be safe than sorry. If you know that you like sleeping in late over weekends or that you don't want to sacrifice your Saturday evening, then be realistic about your habits and behavior. Also, leave extra time just in case something comes up.

Part 2: Weekly Schedule

Make a weekly schedule based on your needs:

One effective way to make time for all your work is to create a **weekly schedule**. You can print out a weekly planner and write your schedule in or an online calendar (free) to create an electronic schedule to plan out your week. Try to make sure you put this some place **visible!** Make copies and put one in class binders, on your room wall at home, etc. You're more inclined to follow something if it's in your face and not hidden away.

DIRECTIONS: Read all of these directions before you make up your weekly schedule. Check off each direction as you complete it.

- Record class and lab times in appropriate day/hour blocks on the weekly schedule.
- Include office hours, tutoring days/times, study group days/times, independent study time, etc.
- Take notice of your weekly homework/quizzes/readings pattern. Faculty typically do not change weekly deadlines, so you can use that to create a routine around weekly deadlines. I strongly recommend that you create a weekly homework routine where you get started on homework earlier so that you are not waiting until the last minute to submit things.
- Make sure to fill in any personal commitments you may have: regular appointments, work, student org meetings, etc.
- Confirm what platforms your remote classes are on and links to those remote class sessions. Note in your calendar to make it easier to know.
- Include time for commuting to class (if applicable).
- Record meal times. When are you going to eat? How long are you going to eat?
- Record all regularly scheduled personal activities such as meetings, exercise, work, other commitments, etc.
- Record morning and night routines- When are you getting up/sleeping?
- Now fill in remaining hours each week with the number of hours you need to assign to studying, either by:**
 - a.) Setting up certain hours in which to study subjects OR**
 - b) Setting aside certain hours that you will study, but not deciding in advance which courses will be studied in which hours.**
- Leave some empty blocks of time open for academic or personal needs. So many students forget about things like laundry and showering etc., and many students underestimate how much time it takes to do things. If you are trying to be too regimented in your time and things crop up that throw you off your schedule, it will just add to your stress and make you feel a sense of failure that will only increase procrastination or bad habits.
- Schedule some time during the week to "play", relax, workout, or do whatever you want to do. This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more.

Tip #4

Try to set up **routines**. This may seem like a mechanical way of scheduling, but you will find that such a routine can help you develop a pattern for efficient and effective learning.

Tip #5

Utilize resources on campus such as tutoring and going to the instructors' office hours.