

Time Budgeting

Here's a good way to examine your time management habits. The following time budget worksheets are also available as WORD documents to help you plan for time management: Time Management. Another document you might find useful is this Academic Planning Calendar.

Fill out the time budget sheet. This sheet works like a check book record only the balance is reflected in hours of time for a week. Some of you will end up with a deficit and others will have 20 or more "extra" hours. This sheet helps you to see where your time is spent.

Time Budget Sheet

Total number of hours available 168

Minus hours in class per week	- _____
Minus hours of study time per week	- _____
Minus hours of sleep time/personal hygiene per week	- _____
Minus hours of committed time per week (e.g. job, church, regular meetings)	- _____
Minus hours of meal time per week (include coffee stops!)	- _____
Minus hours of exercise per week	- _____
Minus hours of family time per week	- _____
Minus hours of laundry, shopping, personal errands per week	- _____
Minus hours of television per week	- _____
Minus hours of email, video games, etc.	- _____
Minus hours of other recreation per week (movies, parties, etc.)	- _____
Minus other (miscellaneous)	- _____

Final Balance (+ or -) _____

Next complete the Time Budget Work Sheet. This sheet uses the same categories as the Time Budget but asks you to remember the past week in detail. You can get a weekly total for each category by adding across the chart and recording hours in the right hand margin. Then compare an actual week with your best guess on the Time Budget Sheet. Think back on each day for the past week and account for all your hours as accurately as possible.

Time Budget Work Sheet

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Class Hours							
Study Hours							
Sleep , etc.							
Committed							
Meal time							
Exercise							
Family							
Personal							
Email, etc.							
Television							
Other							

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Now make a list of all the things you want to get done this next week. Then divide up tasks into a daily "To Do List." Your daily list should include a minimum of 2-3 tasks, and never more than 5. Many of your daily tasks are regular events and do not belong on the list. If you get organized, you will find that you are working on things that are important instead of responding to things that feel urgent!! Organization brings a wonderful sense of calm with it AND makes you feel like you have more time instead of less time!!

Key Points for Time Management and Effective Studying

Study 2-3 hours per week for each credit hour taken

- 13 credit hours = 26 hours
- 14 credit hours = 28 hours
- 15 credit hours = 30 hours

Do not pile up your hours during finals week or during the hours/days before exams and paper due dates.

Spread the hours throughout the weeks of the quarter.

Spread the hours throughout the days of the week.

Spread the hours throughout the hours of each day.

For example:

14 credits--28 hours/week = 4 hours per day

9:00-10:30	Class
10:30-11:30	Study
11:30-12:00	Break
12:00-1:00	Lunch
1:00-2:30	Class
2:30-3:30	Study
3:30-4:30	Class
4:30-5:30	Workout
6:00-7:00	Dinner
7:00-8:00	Study
8:00-10:00	TV/Party/Hang-out/...whatever
10:00-11:00	Study
11:00-1:00	TV/Party/Hang-out/relax..whatever
1:00-8:00	Sleep



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