

TRIO

“If you want to make good use of your time, you’ve got to know what’s most important and then give it all you’ve got.” Lee Iacocca

We all have the same amount of time: 24 hours a day / 168 hours a week.

How we use our time is time management.

Do you often feel like you have too much to do?

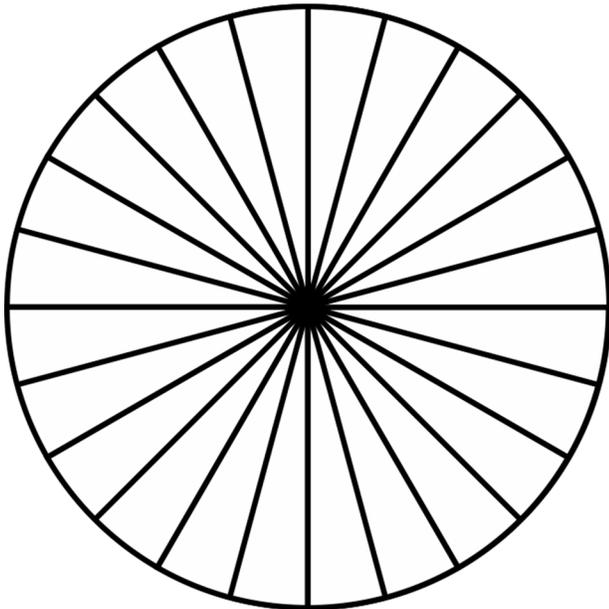
Do you wish you had more time for the things you want to do?

Do you wait till the last minute to finish assignments?

Are you often late for class or meetings?

Did you answer yes to any of those questions? You might want to improve your time management skills.

EXERCISE ONE: The time wheel. The wheel below has 24 segments, each for an hour of the day.



Imagine a typical weekday when you have classes.

In each segment of the wheel, write how you spend an hour of your time. So if you spend 7 hours sleeping at night, write “Sleep” in 7 segments. If you spend an hour a day (total) eating meals, write “eat” in one segment, and so on.

Don’t forget to include class time, your job, studying, and other obligations.

When you’re done, reflect on what you see.

Are there segments unaccounted for? Do you actually have *more* free time than you thought? Can you spend your time more wisely?

EXERCISE TWO: Get organized with a calendar and reminders.

Make yourself a promise to **try one of these three approaches**. Circle the one you will try.

A. Use a planner.

1. Put your planner side-by-side with your course syllabus. From the syllabus, find all important dates for deadlines, big assignments, exams, due-dates, etc. and write them in your planner. Do this for all your classes...all the way through finals week.
2. Include important dates that the college wants you to know about (use the A-Z search on FLC's website and go to "Academic Calendar"). Write those in your planner...for the whole year.
3. Include important dates for any financial stuff, like the day the FAFSA opens, when you need to reapply for scholarships, when your college bill must be paid or payments made, etc.
4. Now include other obligations or reminders, such as athletic events, family events, club meetings, church, trips, etc.
5. Consider using different colored pens or pencils, highlighters, and doodles. Make it your own!

B. Use a wall calendar.

1. Pull out your syllabus and, as stated in number one above, write all the important dates and deadlines on a wall calendar
2. Follow the same steps as if you were using a planner (steps 1-5 above).
3. Post the calendar where you will be sure to see it several times a day.
4. Remember to flip to next month frequently so you see what's on the horizon.

C. Use your phone.

1. Your phone (and lots of apps, including Canvas) can help you. Find one that you like.
2. Follow the same steps as if you were using a planner (steps 1-5 above) but instead of writing things down, you'll enter them into your phone or the app.
3. Set alerts and reminders well before the deadlines approach.
4. Remember to pay attention to the alerts and look ahead so you can see what's on the horizon.

Try this for two weeks. If the system you chose doesn't work for you, try another one.

For it to work, you must use your system every day and make it a daily habit.

EXERCISE THREE: Make a morning list and make it every day.

1. Each day make a list of the things you need to do.
2. Rate each item as an A (must do today), B (should do today), or C (want to do, but it can wait).
3. Take all the A's and rank them in order of importance (1,2,3...). Do the same with the B's and the C's.
4. Rewrite your list with the A's at the top (in order of importance), followed by B's and C's.
5. Cross things off as they get done. At the end of the day, take the tasks that didn't get done and put them on the next day's to-do list.

EXERCISE FOUR: Watch this five-minute Youtube video on managing your time in college.

<https://youtu.be/6MoL3uCepPg>

MORE TIPS

- Follow this rule of thumb:

For each hour you're in class, study **three hours outside of class** (or four hours if the class is hard for you).*

That means if you're in algebra class for three hours each week, you should study algebra nine to twelve hours outside of class each week.

- *Combine tasks. Study while you're doing laundry or review your notes while you're waiting for a ride. Look at flash cards waiting in lines.*
- *Look for chunks of time during the day that are wasted. Think about how you can use them more effectively.*
- *Control time-wasters. Social media, TV, video games—these can all be huge time wasters. Schedule small chunks of time for these activities and stick to the plan.*
- *Have a morning and evening routine; practice good sleep habits.*

NOW ASK TWO CLASSMATES OR FRIENDS FOR TWO MORE IDEAS:

Person one _____

Idea one

Idea two

Person two _____

Idea one

Idea two

*What do you think it means to “study”? Read the text, go over your notes, do homework problems, review vocabulary words, visit the professor during office hours, gather with a study