



SPRING HILL
COLLEGE

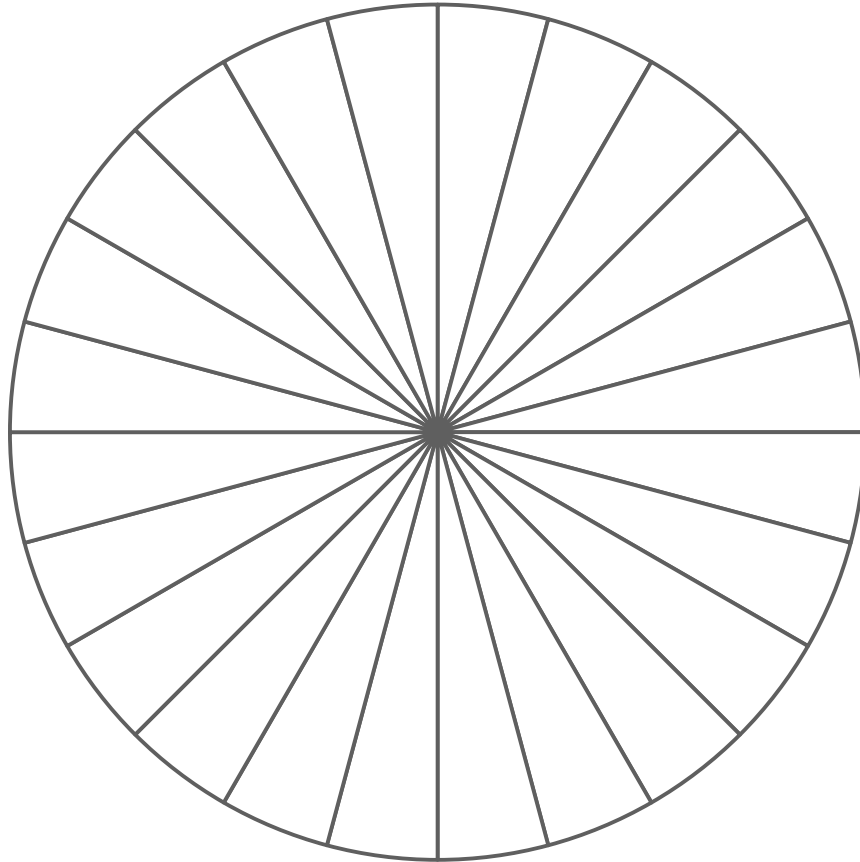
Time Management: Getting the Most of Every Hour



How Do You Spend 24 Hours?

The circle below has 24 spaces to represent the 24 hours in a day. For each of the following activities, estimate how many hours you spend on each activity and add that to the circle.

- | | | | |
|--------------|------------------------|----------------------------|-----------------|
| ___ Class | ___ Exercise/Sports | ___ Personal Care/Grooming | ___ Relaxing |
| ___ Studying | ___ Work | ___ Meal Prep/Eating | ___ Socializing |
| ___ Sleeping | ___ Family Commitments | ___ Transportation | ___ Other |



Now that you have taken a chance to see how you spend 24 hours, reflect on how you are spending your time. What are some things you could spend less time doing? What are some things you could spend more time doing?

7 Days in a Week

Use this schedule to record how you utilize your time each week.

1. Start by adding regularly schedule events (classes, meetings for organizations, work hours).
2. Add meals and typical sleep schedule.
3. Add study time you typically incorporate into your schedule for each class. Incorporate breaks if you have long stretches of study time.
4. Add free time activities (socializing, relaxing).
5. Note how many hours are left. It is ok and encouraged to have some down time, but consider adding additional study time in between classes when you have a longer break or an additional hour of study time before socializing, relaxing or sleeping.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							
1 am							

How many hours per week are scheduled for study time?

How many hours per week are schedule for social obligations?

Is your schedule packed? Did you leave room to be flexible?

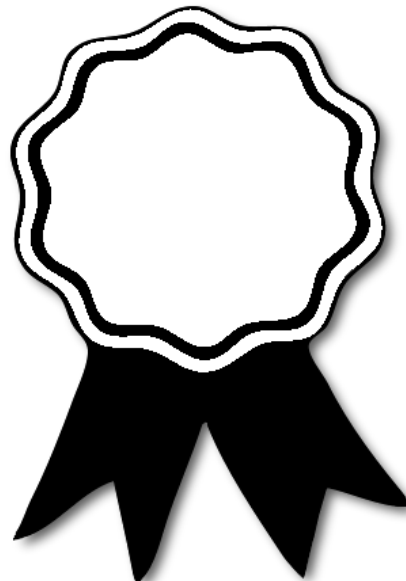
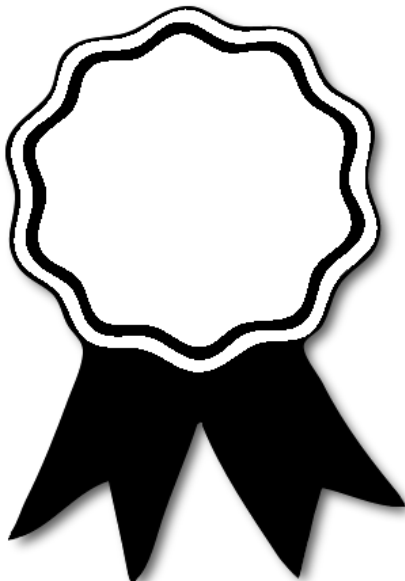
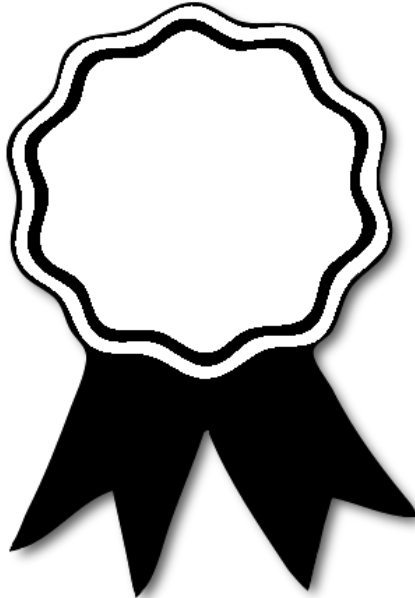
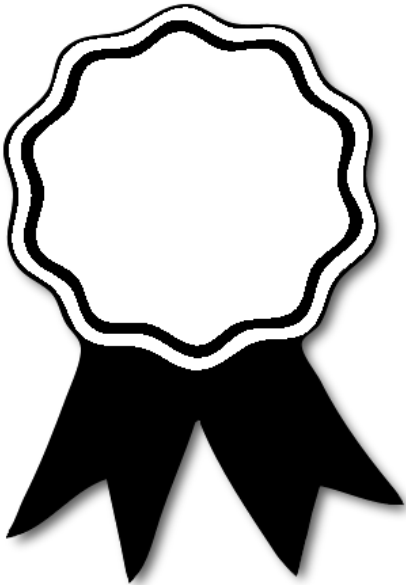
Is your schedule too free? Is there a lot of time when you do not have anything scheduled? If so, that time will most likely be wasted.

Managing Distractions

List 3-5 activities that you typically find yourself doing that may take up studying time or that distract you while studying:

1. _____
2. _____
3. _____
4. _____
5. _____

Let's turn those distractions into rewards for studying or completing a task. Here's an example: After I spend 45 minutes making note cards for my biology test, I can check Instagram for 5 minutes. By using activities that you enjoy as rewards for studying, you can make good use of your precious time.



Making a Prioritized To-do List

Creating to-do lists can be a helpful way to organize your activities and school work. A to-do list can be more than just a list of activities. You can prioritize your activities to ensure you are able to focus on completing high priority tasks first before moving on to medium and low priority tasks when you have extra time.

1. Make a list of the tasks you need to complete for the day. *Be specific. Instead of making, “study for math test” a high priority task, try to break down the studying into specific tasks like “review practice problems for section 1.4 for math test.”*
2. Rate each task either high, medium or low priority based on the urgency of when they need to be completed.
3. As you complete each task, mark them off the list. Start with the high priority tasks and move on to the medium and low priority tasks once the high priority tasks are completed.

Date Task Needs to Be Completed	What do I need to do?	Priority (high, medium, low)	Completed (yes, no)

How does prioritizing tasks change the way you approach your school work and activities?