

TIME MANAGEMENT

This exercise will be accomplished in two parts. The main goal of the exercise is to help you develop an efficient academic study schedule. Being able to juggle your time and meet deadlines can be the difference between being successful or not. In an academic environment, “one of the number one reasons students say that is the reason for their poor grades is not having enough time to study. And, when asked, most students cannot tell you how much time they actually do study (“Winning at Math”; Nolting, Paul, 1988)”.

PART I: Create a Weekly Time Snapshot and determine how much study time you have available during the week.

Handouts:

- One 168 hour weekly calendar
- Time-Waster Worksheet
- “57 Time-Management Hacks for College Students”
- “How to Create a Good Study Environment”

Homework (due next class period):

1. Using a 168 hour weekly calendar, create a *Weekly Time Snapshot* of exactly how you spend your time over this next week, starting today. Fill in the time periods on the weekly calendar that reflect the following:

- Class schedule
- Work schedule
- Commute schedule (travel to and from work and/or to and from school)
- Outside family commitments for which there is no flexibility of time.

Additionally, on the same calendar, fill in the time in which you are engaged in the following daily activities:

- Eating
- Sleeping
- Personal Hygiene
- Exercising
- Cooking and Housekeeping
- Caring for your children (or helping with siblings)
- Recreation i.e. watching TV, playing videos, engaging in social media, talking on cell phones, etc.
- Running errands (i.e. grocery store, doctor’s office, shopping, etc.)

2. *Time Wasters Worksheet:* Using your “*Weekly Time Snapshot*” for the week, complete the “*Time Wasters Worksheet*” and compute the number of hours each week that you have free for studying.

3. *Reflective Writing Assignment:* Write your Math Autobiography.

A math autobiography should be a story about who you are as a mathematics student. You should focus on the events and experiences that have shaped your mathematical development. It doesn’t have to include every single experience you have had but rather should focus on people and experiences that have had the most impact on you through the years. The autobiography should be at least a 1000 word, well-constructed typewritten essay.

4. Read the following handouts: “*57 Time Hacks for College Students*”; “*How to Create a Good Study Environment*”

Part II: Create a Weekly Study Schedule with study periods, designated by course

Handouts:

- One 168 hour weekly calendar
- “Setting and Maintaining Short-Term Goals” + Goal Worksheets
- “Understanding and Overcoming Procrastination”

Homework (due next class period):

1. Using your Weekly Time Snapshot and Time Wasters Worksheet from Part I, create a weekly calendar that indicates how you will organize your week so that you plan adequate study time for all of your courses. You may want to use colored pencils or pens to make this calendar stand out. You will also want to develop a coding system for your weekly schedule for the various activities (i.e. Traveling – T; Working – W; Eating – E, etc.)

- Fill in and label appropriately the time periods with all of the commitments for which you cannot alter (class schedule, work schedule)
- Fill in and label appropriately the time periods for activities that you must accomplish daily (or weekly) such as eating, sleeping, grooming, commuting to and from work/school; running errands, taking care of other commitments for which you cannot alter.
- Designate the remaining “open” time with what subjects you plan to study. Make sure you label these time periods by the course you will be studying and don’t forget to include any weekly tutoring sessions you plan on attending.

Basic Guideline for determining the number of hours outside of class needed for studying:

- ✓ For each one hour in class, you should be scheduling at minimum 2 hours of study outside of class. If the class is a more difficult subject for you, this minimum study should be increased by at least one additional hour. For example, if math is not a strong subject and you find it difficult to master and you attend the class 3 days per week, you should be scheduling at minimum $3 \times 2 + 2$ or 14 hours per week for just your math class.
- Designate time periods in the week for rest and relaxation. This is very important to do, as being able to juggle work, school, time for family and friends, and time for yourself are instrumental in your keeping a positive, healthy approach to life.
- Any remaining time that is not scheduled with the above is your free time to do with as you wish. And you may simply designate it as such. This will be time that you will be able to use to get caught up if you get behind or if for some reason your normal routine for the week is disrupted.

3. Reflective Writing Assignment: Write a reflective statement about using the visualization and breathing exercises that have been discussed and modeled during class.

4. Read the following handouts:

- “Setting and Maintaining Short-Term Goals”
- “Understanding and Overcoming Procrastination”

5. *Goal Setting Activity:* Using the handout on “Setting and Maintaining Short-Term Goals” and the *Goal Worksheets*, write one long term goal and one short term goal.