**Time Management and Study Times**

When taking classes, having a family, and/or having a job, people can have very busy schedules. It is important to know how to manage your time.

* What is Time Management?
* When should you study?
* Is it possible to study every day?

Here are some ways to manage your life and stay organized:

* Delegate: No need to do EVERYTHING. When there are tasks (like dishes, yard work, phone calls, etc.) that other people can help you get done, take the help! This is not running away from you responsibilities but learning to manage your life, work, education.
  + For example, when the house needs to be cleaned, ask your family for help so that you can study. Ask your partner (husband/wife/boyfriend/girlfriend) to make dinner while the kids pick 1 room to clean. These are all things they are capable of but usually falls on you and takes time AWAY from studying.
* Prioritize: Making sure you get what is the most important done first. Often, people have so many things to do in one day that they forget or even run out of time to get it all done. When people prioritize, they can make sure that vital tasks are completed on time.
  + Ask yourself, what is the most important thing I need to get done today? Then make a time from most important to least important.
* Create a schedule: Use a planner, notebook, or calendar app on your phone, computer, or tablet. This can allow you to make a "To Do" list and focus on the essential tasks.
* Set up deadlines: Once you know what you have to do, you can make deadlines for projects at work and school. When you make yourself deadlines, they should be realistic.
  + If you have an essay due at the end of the week, set up writing times throughout the week and maybe even the week before. Make a deadline to have it written the day BEFORE you have to turn it in to your instructor. These types of deadlines will give you extra time to get an assignment done and deal with any issues that might come up.
* Overcome procrastination: Procrastination is something we do to waste time and energy when we are stressed out and overwhelmed. It is so difficult to NOT procrastinate but its important that we don't.
  + Try to break up your crazy busy day with fun small activities. Watch 1 episode of your favorite TV show and not multiple!
* Deal with stress wisely: Stress can increase procrastination and stop the important tasks from getting done. There are lots of ways to decrease stress:
  + Go outside
  + Exercise
  + Meditate
  + Call a friend or family member
  + Practice a hobby
  + Listen to music
* Avoid multitasking: Multitasking can brake our focus and concentration. Use your "To-Do" list and calendars to stay on track and focus on one activity at a time.
* Start early: Try your best to start your day a little bit earlier and plan your day out. The most successful people wake up earlier and have time to sit, think, and plan. This also works with assignments! Make sure you start your assignments, projects, studying a little early.
* Take breaks: If you start to get tired or stressed, its time to take a break. 10-15 minute breaks are wonderful and can relieve stress from becoming too much. You can even schedule your breaks into your calendar.
* Learn to say "No": It is ok to politely say no to extra tasks when you do not want them or think they would be too much work.

Adopted from"[10 Practical Ways to Improve Time Management Skills](https://www.lifehack.org/articles/productivity/10-ways-improve-your-time-management-skills.html)"

Now take a look at your calendar created from the class syllabi and answer the questions:

1. When should you start working on the "Chapter 1 Discussion Questions?"
2. Should you study for the first Math test over the weekend?
3. Essay 2 and your midterm are due on the same day. Is it a good idea to start studying and writing the day before?
4. How much time do you think you will need for "Chapter 6 HW" for Math? One day, a week, a month?
5. Is it ok to study for Math and English on the same day? Is it necessary sometimes?

Answer the questions and discuss as a class. Then go into your calendar to add study times.

Example of 4 items:

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| --- | --- | --- |
| **Mon. Sep. 3** | **Tues. Sep. 4** | **Wed. Sep. 5** |
| Take a 30 minute walk (12:30-1)  Finish Math HW Chapter 3 (1-3pm)  Watch the new Jeopardy episode | Write Draft for ESSAY 1 (3-6pm)  Make dinner and listen to the new Voice episode | English: Essay 1 First Draft DUE  Math: Chapter 3 HW pgs. 9-87 DUE |

 GREEN: Study Times   YELLOW: Due Dates                                     PURPLE: Breaks

**When you are done, share your study habits with your classmates and attach your calendars to this assignment.**