Strategies for Effective Time Management
College is a time of increased opportunities, exploration of new things, and many demands on your time.

If you are like many college students, you may find that you waste much of your time or spend it unwisely. This can make it difficult to accomplish all that you want or need to get done.

In this workshop, you will learn to identify five steps to make better use of your time.
Step #1: Keep your goals in mind.

The first step in determining how to manage your time is to identify what is most important to you. Goal-setting is a powerful process that helps you to think about your future and serves as a motivator to reach your goals.

When you consciously identify your goals, you will better be able to sort out how to make use of your time each day.

The goals that you set will help you to prioritize your time. For example, if you choose goals that are career-focused, your priority should be those things that help you to achieve those goals, such as college or a job.

If you identify that school is a top priority, you may find that you need to eliminate other things in your schedule to devote the necessary time to it. This may mean decreasing work hours or limiting leisure activities.
Having trouble identifying your goals? Try this activity:

Close your eyes and picture what you want to be doing in 10 years. What kind of person will you be? What type of job will you have? What will you have accomplished? Then, write out a list of goals that you will need to meet in order to get there.

If you are still having trouble setting your goals, speak to a counselor or another trusted person who can help you clarify your goals.
Step #2: See the big picture.

When you are planning your time for school, it is important to be able to see the semester as a whole.

Put up a wall calendar with the entire semester on it, such as the one on the right. Write down when you have exams or projects due. In doing this, you will be able to clearly see when things are coming up and will be able to plan accordingly.

Wall calendars are available at office supply stores. You also can use the scheduling feature in your MyWCCC e-mail to set up reminders for exams, due dates, etc.
Step #3: See the small picture.

After you have developed your semester calendar, use it to develop a weekly schedule. Be sure to include all work, extracurricular activities, household chores, time for sleeping and eating, and study time. Block out every hour for something, even if it is blocked out for leisure time. This will keep you from wasting time.

Use the following study hour formula to determine how many hours per week you should block out for studying:

*Study two hours per each credit hour for an easy class, three hours per each credit hour for an average class, and four hours per each credit hour for a difficult class.*

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<thead>
<tr>
<th>Credit Hours</th>
<th>Hours per Credit Hour</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>Easy class</td>
<td>2</td>
<td>______</td>
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<tr>
<td>Average class</td>
<td>3</td>
<td>______</td>
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<td>Difficult class</td>
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<td><strong>Total</strong></td>
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<td>______</td>
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Make sure that your weekly schedule is easily accessible. You can do this by carrying an organizer/calendar with you or keeping it electronically in your phone.

Consider your weekly schedule as important as a work schedule. Plan to stick to it. Use it as an excuse to say “no” to opportunities that come up. *Sticking to your schedule is one of the best ways to overcome procrastination and manage your time successfully.*

Remember the goals that you have set for yourself based on your priorities. If your priority is school, then keep it as a priority by devoting the necessary time to it. You may even find it helpful to write your goals on your weekly schedule so that they can motivate you.
Step #4: Make a daily list.

Based on your semester calendar and weekly schedule, create a to-do list each day. Keep it short – 5 or 6 items – with academic and personal items. Consider each item as a small, specific personal goal. Examples may be to read 1 chapter for your psychology class or to do 2 loads of laundry.

Concentrate on one thing at a time and plan to take breaks. You should study for 30-40 minutes, then take a 5-10 minute break.

Check off items as you complete them. This will help you to feel accomplished and successful. And don’t forget to reward yourself for a job well done.
Even though you may have difficulty finding the time you need to study, you still can be an effective time manager by using class time to your advantage. Use the following suggestions:

• Come to class prepared. Look over the lesson before the instructor teaches it. If there isn’t time to read the entire lesson, at least survey it. This will help you to better absorb the material in class.
• Review your notes from the previous class and jot down any questions about the material that you did not get answered.
• Listen attentively and actively in class. Take notes, ask questions, underline, and highlight.
• After the class, review notes again. Write down anything that you missed. Paraphrase what the instructor said in your own words.
• If you have time after class, begin to memorize important terms by putting them on index cards.
Final Thoughts

And finally...

Be realistic in your expectations of yourself.

Time management is a skill that takes discipline and planning to develop. Try not to be discouraged if you are not able to overcome procrastination and poor time management overnight. With persistence, you will be able to accomplish your goals.

“Success is not final, failure is not fatal; it is the courage to continue that counts.”
- Winston Churchill
Resources available at WCCC:

College Learning Center, Founders Hall room 565, 724-925-4135
• Offers tutoring sessions to review course material, answer questions on course content, learn test-taking strategies, and provide study skills & writing assistance

Disability Services, Founders Hall room 130, 724-925-4189
• Provides services and/or academic accommodations to support students with disabilities

Counseling Services, Founders Hall room 130, 724-925-4121
• Provides academic advising, career testing, and personal counseling, as well as referrals to outside agencies

Student Services Support Assistants, Founders Hall room 555, 724-925-6893
• Offers assistance and referrals to first-semester students
References

Time Management Quiz

Please respond to the following statements by answering true or false.

1. Goal-setting is a powerful process that helps you to think about your future and serves as a motivator to reach your goals.
2. You can use the scheduling feature in your MyWCCC e-mail to set up reminders for exams, due dates, etc.
3. When you develop a weekly schedule, only include classes and study time. Other things like work, leisure time, and extracurricular activities do not need to be included.
4. To study effectively, plan to study for 60 minutes and then take a 5-minute break.
5. It is recommended that you do not review the class material immediately after leaving class. It is more effective to wait until at least the next day before looking at the material again.

Name one skill you have learned in this workshop that you will use to improve your overall time-management skills.
Evaluation

Please take a moment to complete our brief survey. Please print this slide (CTRL-P in the Design View) and return it to the College Learning Center, Founders Hall Room 565.

Name of workshop: __________________________ Date taken: __________

Using the following scale, please rate each item below.
(1) Not very much (2) Somewhat not (3) Somewhat (4) Very much

❖ After completing this workshop, my knowledge has increased on this subject: ______
❖ I found the information in this workshop to be helpful to me: ______
❖ I am likely to use the information in this workshop in my life: ______
❖ Other comments: _____________________________________________________________

_____________________________________________________________