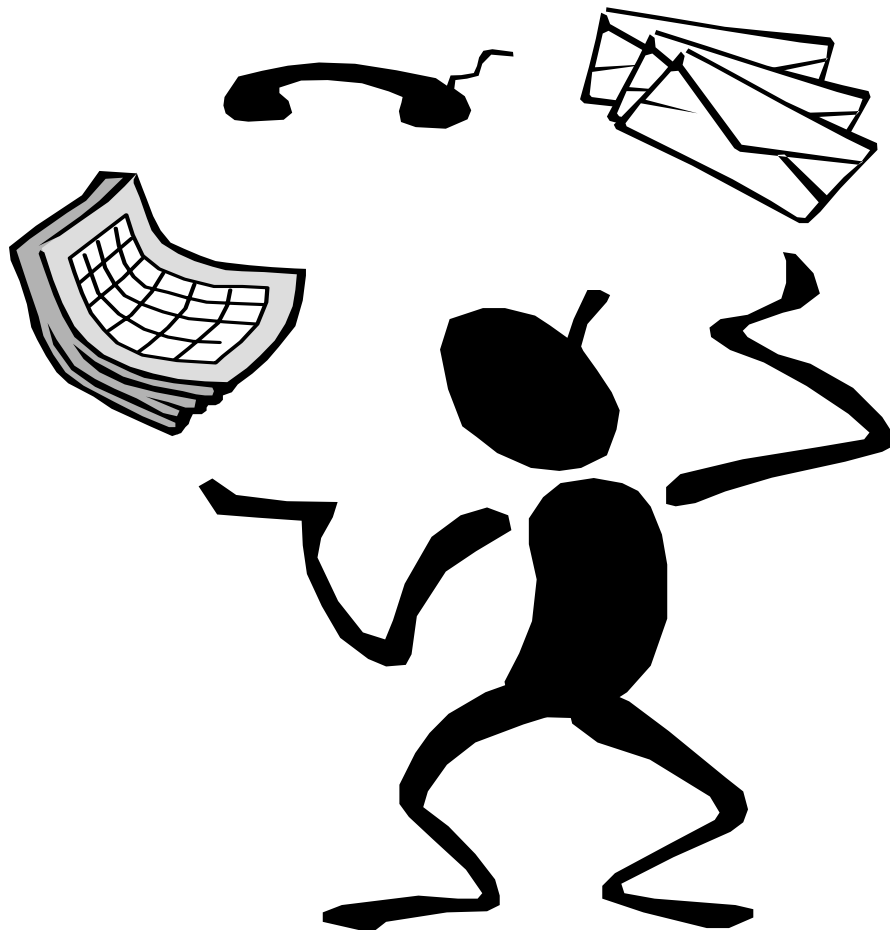


TIME MANAGEMENT WORKSHOP



Time Management Questionnaire

Self Assessment:

Answer "Yes" or "No" to the following questions:

1. ____ Have you estimated how many hours you need to study this semester?
 2. ____ Do you tend to complete your assignments on time?
 3. ____ Have you estimated how long it takes to read one chapter in each of your textbooks?
 4. ____ Do you begin working on long-term assignments at the beginning of the semester?
 5. ____ Do you make lists of things to do in your head, rather than on paper?
 6. ____ Do you participate in social activities even when you know you should be studying?
 7. ____ Do you schedule time to study for exams?
 8. ____ Do you have a job that requires more than 20 hours a week?
 9. ____ Do you know exactly what tasks you are going to do when you sit down to study?
 10. ____ Do you do the assignments from your favourite class first?
-

Give yourself 1 point for each YES answer to all questions except 5, 6, 8, 10.

Give yourself 1 point for each NO answer to questions 5, 6, 8, 10.

Total your points.

A low score indicates a need for help with time management and a high score indicates use of effective time management techniques.

"Where Does the Time Go?" Worksheet

Self-Assessment Exercise:

Estimate the number of hours you spend on each task:

Number of hours of sleep each night _____ x 7 = _____

Number of hours spent grooming each day _____ x 7 = _____

Number of hours for meals/snacks
(including preparation/clean-up time) _____ x 7 = _____

Travel time to and from campus _____ x _____ = _____

Number of hours per week for regular activities
(volunteer work, intramurals, church, clubs, etc.) _____ = _____

Number of hours per day of errands, etc. _____ x 7 = _____

Number of hours of work per week _____ = _____

Number of hours of class per week _____ = _____

Number of hours per week with friends,
social parties, going out, etc. _____ = _____

Number of hours of TV and computer _____ x 7 = _____

Total = _____

168.0 hours in a week

- _____ hours of activities

= _____ hours to study

These estimations allow you to calculate the approximate amount of time you have to study during the week. Is there enough? This is your time to look at how you might reorganize your time to allow for more/less study time during the week.

SAMPLE

"Where Does the Time Go?" Worksheet

Estimate the number of hours you spend on each task:

Number of hours of sleep each night	8	$\times 7 =$	57
Number of hours spent grooming each day	1	$\times 7 =$	7
Number of hours for meals/snacks (including preparation/clean-up time)	3	$\times 7 =$	21
Travel time to and from campus	1	$\times 5 =$	5
Number of hours per week for regular activities (volunteer work, intramurals, church, clubs, etc.)		$=$	6
Number of hours per day of errands, etc.	1	$\times 7 =$	7
Number of hours of work per week		$=$	15
Number of hours of class per week		$=$	15
Number of hours per week with friends, social parties, going out, watching TV, etc.		$=$	10
Number of hours of TV and computer	2	$\times 7 =$	14
	Total	$=$	157

$$\begin{array}{r} 168.0 \text{ hours in a week} \\ - 157.0 \text{ hours of activities} \\ \hline = 11.0 \text{ hours to study} \end{array}$$

These estimations allow you to calculate the approximate amount of time you have to study during the week. Is there enough? This is your time to look at how you might reorganize your time to allow for more/less study time during the week.

Time Management Strategies

Managing your time effectively can enable you to:

- Reach your goals
- Accomplish what is most important
- Live out your values, maintain balance
- Meet deadlines
- Reduce and manage stress
- Work smarter instead of harder
- Control *your* time
- Perform academically
- Have the time of your life without guilt!

The following proven strategies are designed to help you manage your time more effectively.

Self Monitoring:

Managing your time more effectively starts with discovering where all your time goes.

- Keep a daily activity log for 3-7 days
- From the time you get up to the time you go to sleep, record your activities, the time you started and finished and the amount of time each activity consumed
- At the end of each day reflect on your use of time with these questions:
 - What activities were high, medium or low priority?
 - Did I accomplish what was most important to me?
 - At what time of the day was I most/least productive?
 - How happy am I with the way I used my time?
 - Is there anything I need to change?
 - Where could I save some time?

Once you know where your time is going, you can use scheduling and planning strategies to manage your time.

The FOUR-Schedule System

1. Term Schedule:

- Make a four month term schedule:
 - Put it on the wall in order to see all important term dates (assignments and exams) at a glance
- For assignments:
 - Record the due date, a completion date (aim for one week before it is due) and a starting date by estimating how long it will take to complete it
- For exams:
 - Record the exam date and the date you intend to begin studying for it
- Other:
 - Add other important commitments to your term calendar
- Review:
 - Look for congested periods indicating that you need to start some assignments earlier to avoid academic pile up
 - Remember to revise and update as required

2. Master Schedule:

- Make a master schedule which is a template for a typical week in your term
 - Make a master schedule once a term
 - List all your weekly **fixed** activities

Activities included:

Sleep	Class	Labs	Meals
Spiritual Activities	Grocery Shopping	Jobs	TV
Volunteer work	Travel Time	Cleaning	Other
Exercise	Recreation	Socializing	
Personal Hygiene	Laundry	Clubs	

This schedule helps maintain balance and reveals how much time is available for study and other *flexible* activities

3. Weekly Schedule:

- Make a weekly schedule that adds details and allows you to plan your study time

4. Daily Schedule:

- Make a daily schedule of your prioritized list of activities including the times for doing them, for the next day

Planning Your Study Time

Now that you've mastered scheduling, how do you manage those *flexible* blocks of time? Consider some general guidelines:

Study Formula:

- Excluding any required lab time, expect to invest at least 2 hours of study time outside class for every hour in class. (this formula will vary from person to person and from course to course)

Budget Time:

- Budget time according to what assignments and exams are worth. If an exam is worth 50% and your paper is worth 50%, then you might want to divide your time evenly between preparing for your exam and writing your paper.

Deadlines:

- Remember that work expands to fill the time available, so estimate how long the work should take and give yourself a deadline.

Take Breaks:

- Optimum efficiency is reached by studying in 1 hour blocks (50 minutes + 10 minute break). Shorter periods are good for reviewing notes and doing memory work. Longer periods are usually needed for writing and problem solving.

Peak Times:

- Tackle less interesting and more difficult tasks during your high energy and peak concentration times. Leave the more engaging and easier work for low times. Save non-academic tasks (ie. shopping, cleaning) for times in the day when you are really low on energy and concentration.

Fill Gaps:

- Always have small tasks (ie. learning vocabulary for a language or biology course) on hand so you can fill in the many little windows of time during your day.

Prioritize:

- Prioritize by listing the study tasks for the week and each day in order of importance. Commit to finishing the most important tasks first.

Time Use Log

Start Time	End Time	Time Used	Activity	Changes

Master Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:30 am							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
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7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00 am							
Hours:							

Total Hours Worked Towards Goal: _____

101 Time Management & Time Saver Strategies

1. Clarify your values
2. Set goals based on your values
3. Develop action plans based on goals
4. Record and evaluate how you spend your time
5. Ensure that daily, weekly & term goals are congruent with your values
6. Combine activities
7. Watch out for the time wasters
8. Have little tasks at hand
9. Be flexible
10. Review lecture notes soon after your lecture
11. Review lecture notes throughout the term
12. Don't rely on cramming for exams
13. Spread memory work out over the term
14. Remember - work expands to fill time available
15. 20% of what you do yields 80% of the results
16. 80% of what you do yields 20% of the results
17. Let your subconscious work for you - start papers and creative work early
18. Have a note pad at all times
19. Take learning skill workshops
20. Have a purpose for everything you do
21. Define your objectives
22. Set priorities
23. Plan
24. Write down daily goals in order of priority
25. Set goals that are specific
26. Set goals that are measurable
27. Set goals that are acceptable to you
28. Set goals that are realistic
29. Set goals that include a specified time frame for completion
30. Make "To Do" lists
31. Work on top priorities
32. Break down big tasks into short projects
33. Do the hard tasks first
34. Eliminate tasks you do not have to do yourself
35. Complete one task before starting another
36. Delegate
37. Allow enough time for each task
38. Allow extra time for the unexpected
39. Avoid busyness
40. Allow time for family, friends and yourself
41. Use calendars: term, week, daily
42. Set deadlines
43. Consolidate discretionary time in blocks
44. Do creative work where you will not be disturbed
45. Communicate clearly the first time
46. Get feedback on your communications
47. Do not over schedule
48. Know your limitations
49. Use the telephone or email
50. Group phone calls, emails together
51. Return calls at a fixed time
52. Keep time filler tasks by the phone
53. Keep a clean desk
54. Do not waste other people's time
55. Plan meetings
56. Direct meetings purposefully
57. Start meetings on time
58. Keep meetings on agenda
59. Time limit agenda items
60. End meetings on time
61. Handle mail once
62. Throw out what you will not read
63. Use a tickler system to remind you of due dates
64. Let your secretary handle appointments
65. Fix hours for appointments
66. Go to the other person's room or office
67. Meet outside of your office
68. Block interruptions of appointments
69. Do not trust your memory - write it down
70. Develop a good file system
71. Let someone hold you accountable
72. Get exercise
73. Schedule in more fun
74. Take a day off each week
75. Learn to say "NO" more often
76. Take time to nurture your spirituality
77. Remember, today may be your last day
78. Take your time
79. Accept responsibility for your time
80. Strive for a balanced life
81. Use the little windows of time
82. Group related tasks
83. Use your peak times wisely
84. Avoid procrastinating
85. Plan tasks before starting them
86. Nurture self-discipline & gratification delay
87. Nurture your concentration ability
88. Learn memory enhancement techniques
89. Develop a procedure manual for future reference
90. Learn from failures & mistakes, then forget them
91. Review long and short-term goals often
92. Eliminate tasks not related to your goals
93. Eliminate tasks that interfere with balance
94. Reward yourself for effective time management
95. Use post-it notes!
96. Use your day-timer
97. Give yourself time to relax each day
98. Plan ahead to ward off typical distractions
99. Learn to make decisions
100. Wherever you go, there you are, therefore, be all there
101. When you finish something, add it to your "to do" list, then cross it off - it looks good and feels great!