

# MAT 108 TUTORED MATHEMATICS TIME MANAGEMENT



Name \_\_\_\_\_

## PERSONAL TIME SURVEY

To begin managing your time wisely you first need a clear idea of how you currently use your time. This Personal Time Survey will help you to estimate how much time you currently spend in typical activities.

**Step One:** Estimate the amount of time spent on each item. Where indicated, multiply this amount by seven to get the total time spent on this activity in one week.

	<u>Daily</u>		<u>Total Per Week</u>
1. Number of hours of sleep each night	_____	X 7 =	_____
2. Number of grooming hours per day	_____	X 7 =	_____
3. Number of hours for meals/snacks per day - include preparation time	_____	X 7 =	_____
4a. Total travel time weekdays	_____	X 5 =	_____
4b. Total travel time weekends			_____
5. Number of hours per <u>week</u> for regularly scheduled functions (clubs, church, get-togethers, etc.)			_____
6a. Number of hours per day ( <u>weekday</u> ) for chores, errands, etc.	_____	X 5 =	_____
6b. Number of hours per day ( <u>weekend</u> ) for chores, errands, etc.	_____	X 2 =	_____
7. Number of hours of work per <u>week</u> .			_____
8. Number of hours in class per <u>week</u>			_____
9. Number of hours per <u>week</u> socializing (be honest 😊)			_____

**Step Two:** Add up the totals in the last column. \_\_\_\_\_

**Step Three:** Subtract the number in step two from 168. 168 - \_\_\_\_\_ = \_\_\_\_\_

**The total found in step three is an estimate of the hours you have allowed yourself to study.**

## STUDY HOUR FORMULA

To determine how many hours you need to study each week to get A's, use the following rule of thumb. Study two hours per hour in class for an easy class, three hours per hour in class for an average class, and four hours per hour in class for a difficult class.

**Step One:** Estimate the time that you need to study by using the above formula for each of your classes.

	<u>Number of Credits</u>		<u>Study Time</u>
Easy class credit hours	_____	X 2 =	_____
Average class credit hours	_____	X 3 =	_____
Difficult class credit hours	_____	X 4 =	_____

**Step Two:** Add up the totals in the last column \_\_\_\_\_

**Compare this number to your available study time from step three above.**

## TIME MANAGEMENT STRATEGIES

### 1. DAILY SCHEDULES

There are a variety of time schedules that can fit your personality. These include engagement books, a piece of poster board tacked to a wall, or 3 x 5 cards. Once you decide upon style, the next step is construction.

First, write down all of the necessities: classes, work, meals, etc.

Then block in your study time (remember the Study Hour Formula presented earlier). Schedule study time for a time when you are energized. Make sure to schedule in study breaks, about 10 minutes each hour.

If possible, schedule time after each class to review your class notes. This could be done during lunch, for example.

### 2. DON'T BE A PERFECTIONIST

Trying to be a perfect person sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals. There will always be people both weaker and stronger than you.

### 3. LEARN TO SAY NO

For example, an acquaintance of yours would like you to see a movie with him/her tonight. You made social plans for tomorrow with your friends and tonight you were going to study and do laundry. You really are not interested. You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.

### 4. LEARN TO PRIORITIZE

Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators. A "to do list" places items in order of importance. One method is the ABC list. This list is divided into three sections: A, B, or C. The items placed in the A section are those needed to be done that day. The items placed in the B section need completion within the week. The C section items are those things that need to be done within the month. As the B and C items become pertinent, they are bumped up to the A or B list.  
Try it – it works!!

### 5. COMBINE SEVERAL ACTIVITIES

Another suggestion is to combine several activities into one time spot. While commuting to school, listen to taped class notes. This allows up to an hour or two a day of good study review. While showering make a mental list of the things that need to be done. When you watch a sit-com, laugh as you pay your bills. These are just a few suggestions of what you can do to combine activities, there are many others. Be creative and let it work for you.

### 6. BE HONEST AND REALISTIC

A time schedule that is not personalized and honest is not a time schedule at all. Make a schedule that works for you.

**IT IS EASIER TO FIND SOMETHING TO DO WITH  
EXTRA TIME  
THAN TO FIND EXTRA TIME TO DO SOMETHING**