



Time Management



Do you control time or does time control you?

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Importance

- Why is it important for you to manage your time wisely?



Crunching Numbers

- 168 hrs/week
 - 12 hrs/week class
 - 156 hrs
 - 56 hrs for sleeping (8hrs/night)
 - 100 hrs
 - 24 hrs for studying (2hrs/class)
 - 76 work, eat, rest, recreation



Seven Guidelines

Guideline One

- Build your schedule around fixed time commitments
- What are fixed time commitments?



My Fixed Time Commitments

	Monday	Tuesday	Wednesday	Thursday	Friday
900	ENGL 1101		ENGL 1101		ENGL 1101
930	ENGL 1101		ENGL 1101		ENGL 1101
1000					
1030					
1100	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1130	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1200		POLS 1101		POLS 1101	
1230					
1300					
1330					
1400	HIST 2112		HIST 2112		
1430	HIST 2112		HIST 2112		
1500	HIST 2112		HIST 2112		
1530					



Seven Guidelines

Guideline Two

- Plan Sufficient Time to do justice to each subject
- What is sufficient time?



My Study Time

	Monday	Tuesday	Wednesday	Thursday	Friday
900	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
930	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1000	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1030	ENGL 1101		ENGL 1101		ENGL 1101
1100	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1130	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1200		POLS 1101		POLS 1101	
1230					
1300	MATH 1111		MATH 1111		MATH 1111
1330	MATH 1111		MATH 1111		MATH 1111
1400	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1430	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1500	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1530					



Seven Guidelines

Guideline Three

- Utilize odd hours
- What are odd hours?
- How do you utilize odd hours?



My Odd Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
900	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
930	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1000	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1030	ENGL 1101	MATH 1111	ENGL 1101	MATH 1111	ENGL 1101
1100	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1130	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1200		POLS 1101		POLS 1101	
1230					
1300	MATH 1111		MATH 1111		MATH 1111
1330	MATH 1111		MATH 1111		MATH 1111
1400	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1430	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1500	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1530					



Seven Guidelines

Guideline Four

- 1-2 Hours/Class at a Time
- What?
- Why?



My Study Time

	Monday	Tuesday	Wednesday	Thursday	Friday
900	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
930	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1000	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1030	ENGL 1101	MATH 1111	ENGL 1101	MATH 1111	ENGL 1101
1100	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1130	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1200		POLS 1101		POLS 1101	
1230					
1300	MATH 1111		MATH 1111		MATH 1111
1330	MATH 1111		MATH 1111		MATH 1111
1400	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1430	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1500	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1530					



Seven Guidelines

Guideline Five

- Borrow time---Don't steal it
- What is stealing time?
- How do I borrow time?



Seven Guidelines

Guideline Six

- Schedule recreation and relaxation time



My Time

	Monday	Tuesday	Wednesday	Thursday	Friday
900	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
930	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1000	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1030	ENGL 1101	MATH 1111	ENGL 1101	MATH 1111	ENGL 1101
1100	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1130	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1200	LUNCH	POLS 1101	LUNCH	POLS 1101	LUNCH
1230	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1300	MATH 1111	LUNCH	MATH 1111	LUNCH	MATH 1111
1330	MATH 1111	LUNCH	MATH 1111	LUNCH	MATH 1111
1400	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1430	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1500	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1530					



Seven Guidelines

Guideline Seven

- Approach College like a Job
- 8 a.m. – 5 p.m.
- Work Ethic



Homework

- What does your schedule look like?
 - Go through the seven guidelines
 - Apply your schedule to them
 - Fill in the blank weekly schedule
 - What works for you and what doesn't work for you?



My Time

	Monday	Tuesday	Wednesday	Thursday	Friday
900	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
930	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1000	ENGL 1101	POLS 1101	ENGL 1101	POLS 1101	ENGL 1101
1030	ENGL 1101	MATH 1111	ENGL 1101	MATH 1111	ENGL 1101
1100	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1130	MATH 111	POLS 1101	MATH 111	POLS 1101	MATH 111
1200	LUNCH	POLS 1101	LUNCH	POLS 1101	LUNCH
1230	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1300	MATH 1111	LUNCH	MATH 1111	LUNCH	MATH 1111
1330	MATH 1111	LUNCH	MATH 1111	LUNCH	MATH 1111
1400	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1430	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1500	HIST 2112	HIST 21112	HIST 2112	HIST 2112	
1530					



Questions

