

COLLEGE OF THE CANYONS
Counseling Department

What is Time Management and How does it Affect Learning and College Success?

Time management is a system designed to accommodate all the activities in which a person participates within the confines of the 24hour day/seven day week. Most college students find time management to be a challenge given their obligations to school, work, families, and friends.

Why time management?

- It allows students to more efficiently spend time preparing for classes, studying, and remembering information, all 3 habits that foster learning and college success.
- It reduces stress as students plan ahead and allot time appropriately to differing tasks.
- It promotes greater self-confidence as students experience success coping with the many demands on their time

Time management strategies:

- Keep track of how you are using your time for a week. Write down every activity so that you can analyze how you spend time now and evaluate what works and doesn't work for you.
- Use a calendar or planner. During the first week of the semester, write down the deadlines for all major assignments for all courses in which you are enrolled: chapter readings, papers, individual and group projects, tests, midterms, quizzes.
- Schedule 2 hours of studying and doing homework for every 1 hour that you are in class for a particular subject.
- Schedule time to read ahead the material that the instructors will cover in class the next time the class meets. This practice will help make you familiar with course material before it is presented in class. Reading ahead will help you understand the professor's lecture better since you will have already been exposed to the information. It also allows you time to prepare any questions you need to ask at the next class meeting.
- Schedule time to review your class notes every day. This constant review reinforces the acquisition of new information.
- Pay attention and work ahead on all your classes as much as possible. Don't concentrate on one course so much that the others suffer.
- Develop the habit of reading your lecture notes at the end of each day or at least at the end of each week. This will eliminate cramming before tests. Enter this review time in your planner.
- Break down big projects such as a research paper into small steps so you have plenty of time to do research, take notes, organize notes, write a draft, review and edit, before writing and submitting the final project. Enter each of these steps in your planner.
- Learn to say "no" to distractions and activities for which you don't have the time during the school week. Commit only to those activities that you can manage in the time that you have.
- Plan recreational time. Schedule time each day to do things that energize you and help you keep your life in balance among school, work, and personal interests.
- Take time to take care of yourself with proper nutrition and exercise to stay physically and mentally alert. Make sure to enter these activities into your planner/calendar. Staying healthy is important indulging in unhealthy habits.
- Use the grid on the other side of this page to schedule your ideal well time-managed week and make sure to include all the appropriate times to study.
- Good luck! We wish you every success!

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 a.m.							
6:00 a.m.							
7:00 a.m.							
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