

NOT ENOUGH TIME IN THE DAY? CREATE MORE HOURS!

Wish you had those few extra hours every day to complete your work?

Take a detailed look at how you have spent one week and how much studying you have actually done:

- On the back of this sheet, every night right before you go to bed, record everything you do—including time for class, studying, phoning, eating, sleeping, exercising, laundry, etc.
- ◆ At the end of the week, add up the hours for each activity and transfer them to the table below.
- Look over your schedule for patterns in how you use your time. In reflecting on your study habits (both good and bad!), ask yourself:

I am surprised that I spent so much/so little time on...

I can see that I'm in the habit of...

What times do I study most effectively? How available are they?

What time commitments might I consider eliminating/adding?

Then sit down with an ASC to evaluate where you can improve your time management.

ACADEMIC	Class	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
ACADEMIC	Class								
	Lab -								
	Studying -								
	Office Hours								
EXTRACURRICULAR									
JOB (if applicable)									
PERSONAL	Social/Recreational								
	E-mail								
	TV/Movies								
	Other								
HEALTH-RELATED	Sleep								
	Eating								
	Exercise								
OUT OF SCHOOL COMMITMENTS									
OTHER									
	TOTAL HOURS	24	24	24	24	24	24	24	168

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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