

# **Time Management**

## **An online tutorial for students**

**CCBC**

**The Community College of Baltimore County**

# Where does the time go?

Time management is really self-management.

- We may be trying to push too much into our already busy lives or need help setting priorities.
- The best first step is to look at how we are spending our time.



# What I am really doing with my time?

Estimate the amount of time you spend each day on the following activities.

Complete this grid and answer the questions that follow on the next slide and bring it with you for the next meeting with your teacher or counselor.

Activity	Hours
Sleep, preparation to leave home	
Work, commuting	
Athletics, sports, exercise	
Meal times: traveling to restaurants, preparing meals, eating, cleaning up	
Social activities: surfing the web, instant messaging, checking out dating services; chatting, visiting with friends, live or on the telephone, Partying and recovering from partying	
Taking care of family	
Doing maintenance activities on car, lawn, house; writing checks, managing finances; shopping and errands	
Attending religious services, participating in choir, spiritual time, etc.	
School and studying	
	24

# Reflecting on how you spend your time

- In what categories do you spend the most time?
- Do you see a gap between how you spend your time and what you tell friends about your goals?
- What changes could you make to be more successful with your current academic and personal goals?

# Did you know?

## High School Students

Average hours per week  
studied by full-time students

4 hours

## Successful College Students

Expected to study

2 – 3 hours for  
each hour in  
the classroom

So to be a successful college student, to get off of suspension or probation, you need to invest much more time

Enrolled in 3 credits or 3 billable hours course expect to spend this much time in the classroom	And expect to spend this much time studying on your own	Total number of hours you will need to commit per week for attending class and studying
3	6 - 9	9 - 12
6	12-18	18 - 24
9	18 -27	27 - 36
12	24 -36	36 - 48

Study at the college level just takes time. In the following slides you will learn some ways you could be using your study time to be more effective and to earn better grades.

# Start early



Start early, that way if you have an emergency, all is not lost.

Keep the cost of delay in your mind – what if you get sick or have to work or somebody in your family needs you?

Remember the advantage of starting early. If you need help, you will have time to ask for help.

You could visit with your teacher, study with a friend, go to the library or the [student success center](#).

All of these strategies, mean that you cannot be waiting until the night before the test to begin your reading.

# Swiss Cheese Technique



Break your project that is large and intimidating into small steps.

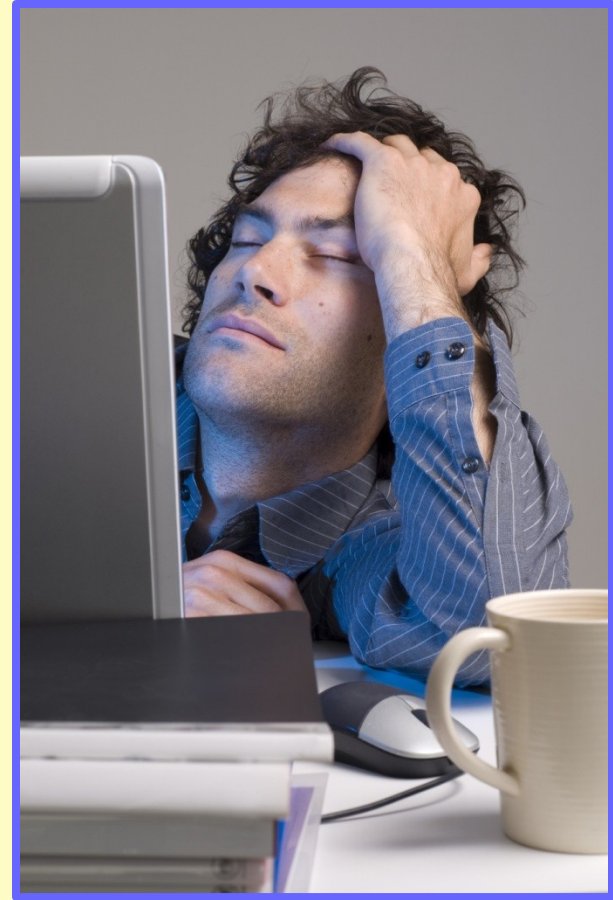
- Alan Lakein, a well-known time management expert, talks about poking holes in your project, so that it looks like Swiss Cheese.
- Start poking these holes early, by breaking your assignment down.
- Even if you just read over the assignment, gather your materials and type the cover page, you have a beginning and may discover areas where you need more information or you find stumbling blocks that you will need help to resolve.
- By doing a little at a time, eventually you'll reach a point where you will want to finish.

# Avoid delay so that you don't have to study when you are exhausted

Use your time to your advantage. If you are most focused in the morning, study your toughest subjects then.

If on the other hand, you are most alert after dinner, get to work on your hardest homework using your best energy. Avoid the urge to check email and chat with friends which postpones your homework until much later when you start to feel very tired.

Take a break, with the idea that you will get back to work in a set amount of time. Working hard doesn't mean never taking breaks, but it does mean getting back to work after a brief walk, snack or rest.



# Use tools to help you make the most of your time



Use a planning calendar and a daily to-do list.

Schedule realistic amounts of time to get you ready for the big test or to write the big paper.

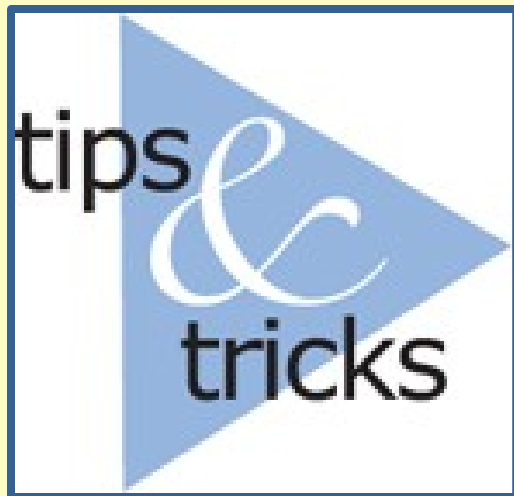
Re-write your to-do list everyday.

Cross off what you have accomplished and add the new activities.

Prioritize your work and omit activities that can be postponed until school work has been completed.



# Use these little tips to move you ahead



Give yourself a five minute guarantee or make a last ditch promise to yourself.

One way of overcoming procrastination is to “fool” yourself into a series of small steps to get started.

Do one brief activity related to your big project 5 minutes before you leave for work, or 5 minutes before eating dinner. Even 5 minutes can clarify some next steps for your upcoming study session.

Make a date to study with a friend or in a particular setting that you find promotes good concentration. Put it on your calendar.

Map out a plan of small study sessions for yourself. Weave it into the calendar where you have listed all of your assignments.

# Learn to say “no.”

- Self management means that you have to be able to say “no” to friends who might pressure you into socializing when you need to study or to a boss who offers extra hours, to those close to you who just want to “relax.”
- By saying “no” to passing offers, you are saying “yes” to your commitment to be successful in school.
- Say “no” to doing easy projects PERFECTLY. Try to gauge when enough is enough and then move on to other assignments that may really require your sustained energy and attention.



# Give yourself small rewards along the way



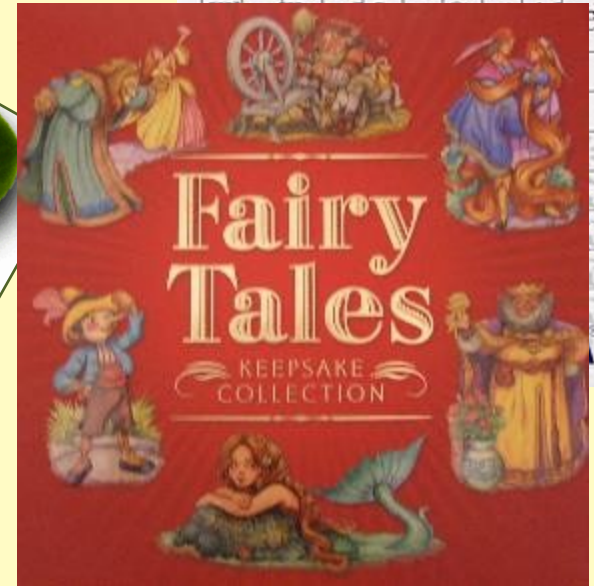
- Even for small successes, celebrate achievement of goals.
- Promise yourself a reward for completing each task, or finishing the total job. Then keep your promise to yourself and indulge in your reward.
- Doing so will help you maintain the necessary balance in life between work and play.

# Myths about good time management



- Do you believe you can be as successful in college as you were in high school with the same level of effort? The truth is that college professors have totally different expectations for homework.
- You have bills to pay and believe you can work as many hours as needed to pay your bills without adjusting your commitment to academics. The truth is that your wants may need to be reduced so that your bills can be lowered OR the pace of your studies must be slowed to accommodate all those hours needed for the job.

Fantasy  
Zone II™



# The real story about time management

- By taking on too much responsibility with work and school, everything suffers.
- It takes a while to recalibrate the amount of social activity that is possible at certain times of the school year. Sometimes school work just has to come first.
- Some family, work or community responsibilities can just not be wished away, so the pace of school work has to be modified or a program that is easier to manage must be chosen.
- Counselors and advisors can help you consider your options to come up with a plan that is workable and more likely to result in success.



# Success

By managing your time better, you can achieve your goals.



Adjust some behaviors to see better results:

- Reduce your hours at work
- Enroll in fewer courses
- Choose courses more in line with your interests and abilities
- Improve your daily routines to accomplish more
- Talk to your advisor often about ways to improve your progress toward your goals