

# Time Management

## University of Wisconsin - Whitewater Transition Program

Project ASSIST  
Summer, 2005

# Time Strategies

- Create semester schedule
- Assess and plan each week
- Adjust plan daily based on needs, create “daily plan”
- Evaluate schedule, revise as needed

# Semester Schedule

- Start by recording all classes, assignments, quizzes, tests, projects, papers
- Create at beginning of semester
- Provides structure for entire semester
- Update and revise as needed

# Weekly Schedule

- Commitments and progress each week
- Based on “big picture” of semester plan
- At end of week, make list of things for following week
- Include classes, assignments

# Weekly Schedule

- Include all co-curricular activities, work hours, errands, exercise, meals, social time, etc.
- Be complete, comprehensive
- Estimate how long each task will take
- Identify day for each task

# Weekly Schedule

- Prioritize all activities on schedule
  - A for “absolutely must do”
  - B for items to do after “must do”
  - C for items that we want to accomplish, but can consider optional

# Adjust Daily

- Use weekly schedule to create daily schedule
- Include any tasks not completed on weekly schedule from previous day
- Index card works well
- Prioritize each item, “A,” “B,” “C,” as in weekly schedule

# Adjust Daily

- Keep with you throughout day
- Use as tool, cross out things that are done, provides sense of accomplishment
- Daily schedule makes things happen

# Evaluate Schedule

- Start each day reviewing daily plan
- Is it realistic?
- Use priorities to find more time to complete essential items
- End each day evaluating how plan, was everything done? Why or why not?
- Were time estimates wrong or did you not stick to the schedule?

# Evaluate Schedule

- Rigorous honesty
- If something doesn't work, learn from experience
- Build on successes, try different approaches
- Use feedback, review and adjust semester schedule
- Move towards main goal: Success in college!

# Want to Learn More?

## How Much Time To Plan on Studying?

Online Assignment Calculator

<http://www.lib.umn.edu/help/calculator>

- Enter starting date of assignment, due date, subject area
- Site provides suggested strategies, timelines, resources, option for email reminder