

TIME MANAGEMENT FOR CIU STUDENTS

Managing Your Time

I. A Personal Time Survey

To begin managing your time you first need a clearer idea of how you now use your time. The Personal Time Survey will help you to estimate how much time you currently spend in typical activities. To get a more accurate estimate, you might keep track of how you spend your time for a week. This will help you get a better idea of how much time you need to prepare for each subject. It will also help you identify your time wasters. But for now complete the Personal Time Survey to get an estimate. The following survey shows the amount of time you spend on various activities. When taking the survey, estimate the amount of time spent on each item. Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week. After each item's weekly time has been calculated, add all these times for the grand total. Subtract this from 168, the total possible hours per week. Here We Go:

1. Number of hours of sleep in each 24 hr period (include naps) _____ X 7 = _____
2. Number of grooming hours per day _____ X 7 = _____
3. Number of hours for meals/snacks per day - include preparation time _____ X 7 = _____
- 4a. Total travel time weekdays (going to classes, events, church, etc.) _____ X 5 = _____
- 4b. Total travel time weekends _____
5. Number of hours per week for regularly scheduled functions (clubs, church, Bible studies/devotions, CSL, sports, exercise, etc.) _____
6. Number of hours per day for chores, errands, extra grooming, etc. _____ X 7 = _____
7. Number of hours of work per week _____
8. Number of hours in class per week and chapels _____
9. Number of average hours per week socializing, TV/movies, video games, Internet, texting, etc. - Be honest! _____
10. List anything not mentioned above and average number of hours per week spent: _____

Now add up the totals: _____

Subtract the above number from 168: 168 – _____ = _____

The remaining hours are the hours you have allowed yourself to study.

But how many hours a week do you need for studying? Let's find out on the next page.

II. Study Hour Formula

To determine how many hours you need to study each week to get A's, use the following rule of thumb. Study **two hours** per hour in class for an easy class, **three hours** per hour in class for an average class, and **four hours** per hour in class for a difficult class. For example, Basket-weaving 101 is a relatively easy 3 hour course. Usually, a person would not do more than 6 hours of work outside of class per week. Advanced calculus is usually considered a difficult course, so it might be best to study the proposed 12 hours a week. If more hours are needed, take away some hours from easier courses, i.e., basket weaving. Figure out the time that you need to study by using the above formula for each of your classes.

Easy class credit hours _____ x 2 = _____

Average class credit hours _____ x 3 = _____

Difficult class credit hours _____ x 4 = _____

Total _____

Compare this number to your time left from the survey. Now is the time when many students might find themselves a bit stressed. Just a note to ease your anxieties. It is not only the quantity of study time but also the quality. This formula is a general guideline. Try it for a week, and make adjustments as needed.

III. Create Schedules

It's helpful to create a **Semester Schedule**, a **Course Chart**, a **Weekly Schedule**, and a daily **To-Do List**.

- **Semester Schedule:** Collect all your course syllabi. Use a monthly calendar or print each month of the semester of the CIU Student Life calendar on CIUOnline. Add Prayer Days, breaks, etc. Using your syllabi, fill in on each month all your exams, mid-terms, papers, essays, presentations, quizzes, and dates due for other important projects. Post each month where you can easily see it so you are aware which weeks of the semester will be the busiest and plan your time accordingly. If you have several tests and papers during one week, you may want to start studying several weeks in advance to avoid cramming. Set your own deadlines for your work and write these deadlines on your Semester Calendar and stick to them.
- **Course Chart:** Use the Course Chart worksheet attached or create your own. Collect all your syllabi and list each course title with your most difficult course at the top to indicate its high priority and your easiest course at the bottom. Under each course title, set a goal by adding the final grade you want to earn in that course. Under Professor, record their name and in the box below, list each professor's email, phone number, office hours and office location. Get acquainted with each professor early, especially in your most difficult courses. Under Exams, briefly list the dates and types of exam and how much it counts toward your final grade (e.g., midterm 10/7, 3 essays=40%). Do the same under Projects & Papers and for Other. Not any special requirements for Attendance and Late/Makeup Assignment Policies. Post your completed chart prominently where you will see it every day.
- **Weekly Schedule:** Decide on what you will use for your weekly schedule (CIU Handbook & Planner, your computer, phone, or something else you create or find). Fill in the "fixed" things in your week: classes, chapels, devotional time, breakfast, lunch, dinner, campus jobs, regular meetings, tutor or study group sessions, and any TV shows you always watch. Make copies of this schedule and fill in study times each week based on the class work, tests, papers and projects that you have that specific week. As you schedule your study hours, remember that different people study in different ways.

Ask yourself:

- What time of the day do I prefer to study? Morning, afternoon or night?
- Do I prefer to study for several hours at a time or for short chunks of time?
- What are my easiest and most difficult courses?
- Will I study on Saturday? Remember that Sunday is a day of worship.

Use your answers to these questions as a guide when scheduling your study time. Also, be sure to schedule breaks after a block of two hours of studying. This will help you be refreshed and refocused! Try your schedule for a week. When you schedule your study time for the next week, ask yourself what you liked and didn't like about the previous week's schedule and change things accordingly. This will help you to create a schedule that is best suited to your habits and needs.

- **Daily To-Do List:** Decide what you will use to make your daily "To-Do" list (CIU Handbook & Planner, special pad, computer, phone, something you create). Each day fill out a "to-do" list, listing the things that are necessary for you to accomplish. Keep track of all the tasks you need to remember, not just academics. You might include errands, appointments, emails you need to send, and so on. Develop a system for prioritizing the items on your list – highlight, use colored ink, or mark one/two/three stars, or A, B, C. You can also arrange the list according to academic and personal priorities. As you complete each task, cross it off your list. This will give you a feeling of accomplishment. If you do not complete a task, place it as high priority on tomorrow's list. Each night before you go to bed, make a tentative list of all the things you have to do the next day. This will give you a head start in organizing your upcoming day and keep you from staying awake thinking about what you need to do the next day.

IV. Don't be a perfectionist

Trying to be a perfect person sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals, but they should also be challenging. There will always be people both weaker and stronger than you.

V. Learn to say no

For example, an acquaintance of yours would like you to see a movie with him tonight. You made social plans for tomorrow with your friends and tonight you were going to study and do laundry. You really are not interested. You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.

VI. Combine several activities

Another suggestion is to combine several activities into one time spot. While commuting to school, listen to taped notes. This allows up to an hour or two a day of good study review. While showering make a mental list of the things that need to be done. When you watch a sit-com, laugh as you pay your bills. These are just suggestions of what you can do to combine your time, but there are many others, above all be creative, and let it work for you.

VII. Conclusion

After scheduling becomes a habit, then you can adjust it. It's better to be precise at first. It is easier to find something to do with extra time than to find extra time to do something. Most importantly, make it work for you. A time schedule that is not personalized and honest is not a time schedule at all.