



## LEARNING SKILLS

WEEKLY PLANNER							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30							
8:30							
9:30							
10:30							
11:30							
12:30							
1:30							
2:30							
3:30							
4:30							
5:30							
6:30							
7:30							
8:30							
9:30							
10:30							
11:30							



## Time Management

Time works like money. You never have enough for everything you want to do, and what you have doesn't seem to go as far as you thought it would. In both cases, it helps to budget your resources. That is, you take a look at how much you have and set priorities for spending. But, while you can make more money, you can't make more time. Each day has only 24 hours, thus your priorities are extra important.

Decide what time blocks are:

**FIXED:** Classes, employment, travel to and from the college, time with family

**FLEXIBLE:** Study, eating, sleeping, recreation, general, personal

Enter the FIXED blocks of time on a weekly timetable to see what is left. Next decide how many hours a week you need to assign to essentials like study, eating, sleeping and recreation. Make sure you budget time for each one of these. If you take no time for recreation you will not stick to your timetable anyway. So you had better plan for some from the start. Also, leave some extra hours for unexpected needs: taking care of personal effects, handling extra study or assignments, visiting with unexpected out-of-town guests, or just taking an extra hour here and there just for you. The rule of thumb for study time is that you need to spend two hours studying at home for each hour of lecture in class (don't count lab hours). But you may want to adjust the time to take into account how difficult you find a given a topic and how many assignments an instructor gives.

Enter set times for study on your timetable, using a different colour pen or pencil to set these time blocks off from your in-class studies. Fit meals, recreation, and all other time blocks around those study blocks and survey what you have got, asking yourself if the plan looks like something you can live with. If it seems overwhelming, revise some of your estimates. You are not a superhuman, so an impossible time budget will likely make you drop the entire thought of keeping to a plan.

After you have established a workable time budget and laid out at timetable you can live with, take a **Semester/Term Calendar** and fill in the due dates of the long-term projects you are facing during the term: exams, reports, essays and the like. Budget some of the spare time blocks for these special projects.