

## **TIME MANAGEMENT GUIDE**

We all have the same amount of time; it is an equal opportunity resource. Utilizing this resource to your benefit can have a big impact on your success as a student. College culture is largely governed by the different ways we break up time from start to finish! Meeting application deadlines, turning in homework, making it to class on time, and dividing up our calendar year into sections of time we label “quarter” or “semesters” are all examples of the way we organize ourselves and work around this intangible resource we call time.

### **1. Setting Goals and Knowing Your Values**

Managing your hour by hour, day to day activity may seem tedious and unnecessary if you are not clear about why you are doing it. Step one in time management is becoming clear in your goals, and your values. Once you are clear about what you are working towards and what’s important to you, you are empowered when you make decisions about how you are utilizing your time, and can get back on track in an efficient manner.

Here is a link to a helpful values clarification worksheet:

<http://hrweb.mit.edu/system/files/Value+Clarification+Exercise.pdf>

Here is a link to a helpful SMART goal setting worksheet:

[http://trio.ucsd.edu/files/staff\\_forms/SMART%20goal%20setting%20sheet](http://trio.ucsd.edu/files/staff_forms/SMART%20goal%20setting%20sheet)

### **2. Raising Your Awareness.**

A: Monitor—An excellent way to begin to understand where your time is going is to monitor your day. Below is a worksheet that will allow you to monitor your time for two days on each page. Feel free to change the hours to accommodate your actual schedule. Write down what you are doing throughout the day, or reflect at the end of the day and write down what you did and how long it took. We often underestimate the amount of time a certain task will take, or how long we spend online or on social media.

B: Use a Planner—Whether it is a digital planner, or paper, or simply a “to-do” list that make each day a planner is a tool that you can use to help you manage your time. It is important to write down your fixed blocks of time first, for example your work schedule, your class schedule, your volunteer time every Wednesday. Next, write down upcoming important dates such as: test dates, due dates for assignments, doctor appointments, birthdays/anniversaries/holidays, finals week, financial aid and registration deadlines.

C: Remember—You are in control of your time. Being intentional and planning gives you control over when and how you meet your goals. Remember to plan for fun, and for the unexpected. Being clear about prioritizing your activities in your day allows you more flexibility when you need to change plans due to a flat tire, or if you decided to hang out with friends or family longer than anticipated. Do what works for you!



COUNSELING AND ADVISING CENTER

Time Monitor Worksheet

Date:	Date:
7:00	7:00
8:00	8:00
9:00	9:00
10:00	10:00
11:00	11:00
12:00	12:00
1:00	1:00
2:00	2:00
3:00	3:00
4:00	4:00
5:00	5:00
6:00	6:00
7:00	7:00