**Study Skill: Time Management**

***“Make the most of your time; use it wisely.”***

1. What are three benefits of managing your time wisely?

i)­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What kind of activities can you schedule into your daily life?

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ii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ v)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vi)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are four strategies for time management?

i)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iv)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What should you do once you have created a list of tasks?

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1. What should you do with tasks you have not completed during the day?

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1. What are your top four goals, in order of priority?

i)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iv)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What resource do you use to schedule activities and appointments?

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1. What strategies can you use to feel good about accomplishing your daily

tasks?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Fill out the “typical week” schedule below with: **classes**, **study time** for *each* class, **office hours** for *each* instructor, **work**, **breaks**, **family** time, **personal** time, **meals**, **commute** time, and **other** important tasks.

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|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **7-7:30am** |   |   |   |   |   |   |   |
| **7:30-8am** |   |   |   |   |   |   |   |
| **8-8:30am** |   |   |   |   |   |   |   |
| **8:30-9am** |   |   |   |   |   |   |   |
| **9-9:30am** |   |   |   |   |   |   |   |
| **9:30-10am** |   |   |   |   |   |   |   |
| **10-10:30am** |   |   |   |   |   |   |   |
| **10:30-11am** |   |   |   |   |   |   |   |
| **11-11:30am** |   |   |   |   |   |   |   |
| **11:30-12pm** |   |   |   |   |   |   |   |
| **12-12:30pm** |   |   |   |   |   |   |   |
| **12:30-1pm** |   |   |   |   |   |   |   |
| **1-1:30pm** |   |   |   |   |   |   |   |
| **1:30-2pm** |   |   |   |   |   |   |   |
| **2-2:30pm** |   |   |   |   |   |   |   |
| **2:30-3pm** |   |   |   |   |   |   |   |
| **3-3:30pm** |   |   |   |   |   |   |   |
| **3:30-4pm** |   |   |   |   |   |   |   |
| **4-4:30pm** |   |   |   |   |   |   |   |
| **4:30-5pm** |   |   |   |   |   |   |   |
| **5-5:30pm** |   |   |   |   |   |   |   |
| **5:30-6pm** |   |   |   |   |   |   |   |
| **6-6:30pm** |   |   |   |   |   |   |   |
| **6:30-7pm** |   |   |   |   |   |   |   |
| **7-7:30pm** |   |   |   |   |   |   |   |
| **7:30-8pm** |   |   |   |   |   |   |   |
| **8-8:30pm** |   |   |   |   |   |   |   |
| **8:30-9pm** |   |   |   |   |   |   |   |
| **9-9:30pm** |   |   |   |   |   |   |   |
| **9:30-10pm** |   |   |   |   |   |   |   |