



LASSI Worksheet: Time Management (TMT)

Name:

Benefits of Strong Time Management Skills:

- Teaches you to budget appropriate times for necessary tasks.
- Teaches you to use the limited time you have effectively.
- Increases your productivity and helps reduce stress.
- Helps you better understand where you spend your time and how much time you waste.
- Helps you determine which tasks to prioritize.

Identify: List some personal distractions that inhibit you from devoting your attention to your schoolwork (e.g. work, volunteering, family, significant other, clubs/organizations, television, and social media).

Ideas for planning your time:

- Take 5-10 min in the morning or before going to bed to plan the coming day in detail.
- Use to-do lists as a way to help prioritize what needs to get done first versus what can be put off for later.
- Write down all necessary engagements in your planner. Assign each class and commitment a different color to help distinguish between them.
- Be realistic with the time you schedule for different items. Do not schedule long study sessions.
- Complete weekly planning reviews. For example, on Sunday nights (or whenever is best for you), review your notes and planner to remind yourself of upcoming assignments.
- Reduce study time by reviewing your notes for at least 30 minutes before attending class.
- Eliminate potential distractions.

Plan: Using your list of your personal distractions and the ideas for planning your time, write about some ways you can avoid major time wasters.

Exercise: Using the weekly log on page 4, block out times that are non-negotiable (e.g. class, work, etc.) to give yourself a better picture of how much available time you have each week. After filling in the “non-negotiables,” fill in the rest of your calendar with any assignments, personal errands, commitments, etc. that you need to accomplish! Don’t forget to allot for travel time, meals and sleep!

Tips and Tricks:

- Hold yourself accountable by writing your schedule planner or putting it into a digital app.
- When given a large assignment (i.e. final project), break it down into smaller tasks you plan to complete week by week.
- Do not forget to schedule in time for self-care, relaxation, and socializing (gym, friends, television etc.).
- Be specific when writing down your daily activities (study for bio → complete problems 1-5 in text). This makes it easier to get started, and budget time for study.

Practice: After you’ve created your schedule, give it a test run for a week. Make note of times when:

- 1) You overestimate and underestimate the amount of time needed for any particular item.
- 2) You feel something is not working for you.

Some issues may include planning work when you’re not at your best, and not making a well-balanced schedule that includes a school, work and a social life.

Analyze and Correct: Reflect on problematic areas in your schedule. Make any necessary adjustments and try using it again. It may take a few tries to get it right, but understand your schedule might never be perfect! Write down some changes you made to your schedule below.

Sac State Can Help!

Academic Advising

Lassen Hall 1013 | (916) 278-1000

<https://www.csus.edu/student-life/academic-advising/>

Career Center

Lassen Hall, 1013 | (916) 278-6231

www.csus.edu/careercenter

Tips and tricks from Dr. Jeff Paradis on how to manage your time!

[Tinyurl.com/ybaj3c8w](https://tinyurl.com/ybaj3c8w)

Other Helpful Resources:

Time Management Strategies from Virginia Tech

[Tinyurl.com/yaoprt57](https://tinyurl.com/yaoprt57)

Additional Time Management Tips from Dartmouth

[Tinyurl.com/dsegn](https://tinyurl.com/dsegn)

Explore and Reflect: Pick at least 2 of the resources and links above, and check them out. Write about your reaction and experience with these resources and/or links. Which ones did you find most helpful? Why or why not?

WEEKLY TIME-MANAGEMENT SCHEDULE

	SUN	MON	TUES	WED	THURS	FRI	SAT
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
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