
TIME MANAGEMENT WORKSHEET

In this exercise you will create a weekly schedule and complete an online time management tutorial. The purpose of the weekly schedule is to facilitate regular studying for classes while still including time for a personal life and a job. Remember, In order to be successful in chemistry, you need to study 3 hours for every 1 hour you spend in class. For a typical 3 hour chemistry class, this totals 9 hours per week studying for chemistry.

Creating a weekly schedule will allow you to see what hours are already dedicated to your daily activities and will show you blocks of time which you can dedicate to studying for chemistry and other classes. In addition, the time management workshop will help you to identify time-wasting activities and to identify strengths and weaknesses in your study habits and time management skills.

The goal of this exercise is to help you be successful in classes while reducing the stress involved with making time for studies. The skills you learn while completing the workshop and keeping a schedule can be applied for years to come, both in your college classes and in your future career.

Part I: Making your weekly schedule

Use the following instructions and a printout of the “Blank Schedule for Week of____” to make your schedule for the upcoming week:

- 1) When are you most alert and able to accomplish the most work in the least amount of time? Make a note of your most productive hours by placing an asterisk (*) next to the appropriate times in the first column of your schedule.
 - 2) Block out weekly activities, including classes, work, etc. Check all of your class syllabuses and write any exams and deadlines for projects and papers for the week.
 - 3) Block out study time for each of your classes *during the most productive hours of your day*.
 - 4) Block out time for co-curricular activities such as college clubs, church, etc.
 - 5) Block out time for sleep, including the time it takes to prepare for bed and any naps you take during the day.
 - 6) Block out time for personal grooming: shower, dressing, makeup, etc.
 - 7) Block out times for meals. Include the time it takes to prepare the meal, even if it's the night before.
 - 8) Block out travel times for commuting to and from work, class, and errands.
 - 9) Block out time for personal chores and errands such as cleaning, yard work, and groceries.
 - 10) Block out time for family, friends, and to be alone.
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Part II: Online time management tutorial at Virginia Tech

Cut and paste the following URL into your web browser:

https://www.ucc.vt.edu/academic_support/online_study_skills_workshops/time_management_strategies.html

and answer the following questions while you complete the Virginia Tech online time management tutorial.

- 1) Read the Introduction and then continue on to the page labeled Activity. What are your top five time-wasting activities?
- 2) Take the Time Management Quiz. What is your score? Does it indicate that you are using your time effectively?
- 3) Read 4 Steps to Improved Time Management and the next four pages related to creating, assessing, adjusting and evaluating a semester schedule. Look back at the time management schedule you made in the first part of this activity. If there is anything you forgot to schedule, go back and fix it now. If it all looks good, continue the workshop.
- 4) Complete the Where Does Your Time Go calculation. How many hours are left for studying?
- 5) Read What Do I Do Next? How many hours per week do you need to spend studying for chemistry? For all of your classes combined? [Because chemistry tends to be a difficult course, it is strongly recommended that you devote a minimum of 3 hours of studying per week for every 1 hour that you spend in class.]
- 6) Do you have enough “time remaining” (according to the Hour Calculator) for your studies? If not, what activities can you shorten, cut, or otherwise modify to make more time to study?
- 7) Read Making Your Schedule Work. What are three strategies that you think are the most important and that you can do starting today to help you improve your study skills for the rest of the semester?
- 8) After reading the Recap, move on to Goal Setting. What are one or two ways you could still improve your study skills?

BLANK SCHEDULE FOR WEEK OF _____ NAME:

Time	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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