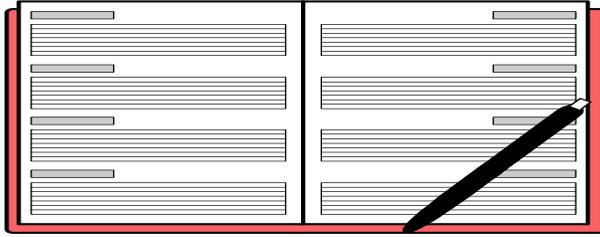


TIME MANAGEMENT



Budgeting your time is a skill that will benefit you for the rest of your life, no matter what career or profession you might pursue. Most students discover that structuring their time at school will produce more free time and time for socializing than what they had without such a plan. Unstructured time usually means you spend all your free time worrying about what is not getting done. Relaxing, therefore, becomes impossible. Also, the first attempt at this kind of budgeting is always the most difficult. Each plan after the first gets easier. Best of all, with a good schedule you will achieve with relative ease most of the difficult and important goals you may set for yourself. Now if you have not done so yet, get started on this and treat it seriously!

➤ DECIDING ON HOW MUCH TIME YOU WANT TO STUDY.

On the following lines list your current classes, the grade you realistically can achieve and the number of hours you will study each week to earn that grade.

| CLASS | GRADE I WANT | WEEKLY STUDY HOURS |
|-------|--------------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Total weekly study hours: _____

➤ DETERMINE HOW MUCH TIME YOU HAVE TO STUDY.

Fill in the amount of time spent (approximately) on the following activities.

- ✓ Attending class _____
- ✓ Meals _____
- ✓ Sleeping _____
- ✓ Dressing & grooming _____
- ✓ Traveling _____
- ✓ Household activities _____
- ✓ Extracurricular activities _____
- ✓ Relaxing _____
- ✓ Working _____

168 (number of hours in a week)

Total numbers of hours per week: - ____ (total hours above per week)

Total hours per week available for studying: ____

➤ CREATE A DAILY ACTIVITY LIST FOR PRIORITIZING.

Use the following to prioritize what order you need to get certain things done .

| MUST DO! | SHOULD DO! | COULD DO! |
|-----------|------------|-----------|
| 1. _____ | 1. _____ | 1. _____ |
| 2. _____ | 2. _____ | 2. _____ |
| 3. _____ | 3. _____ | 3. _____ |
| 4. _____ | 4. _____ | 4. _____ |
| 5. _____ | 5. _____ | 5. _____ |
| 6. _____ | 6. _____ | 6. _____ |
| 7. _____ | 7. _____ | 7. _____ |
| 8. _____ | 8. _____ | 8. _____ |
| 9. _____ | 9. _____ | 9. _____ |
| 10. _____ | 10. _____ | 10. _____ |

