Managing the “Time of your Life”

*Objective: To understand the four steps to time management and the importance of each step*

**Step 1: KNOW YOURSELF and YOUR ASPIRATIONS**

* Fill out and review your *Time Diary* to see how you actually spend your time
* Ask yourself the following questions:
  + Did anything surprise you? How does the saying “time flies when you’re having fun” fit with your experience? What did you do that you thought took more time than you would have estimated?
  + How do you spend your time? Are there times you do “nothing?”
  + What do you do and when do you do it?
  + When do you have the most energy? When do you have the least energy?
  + What are your goals and how do they match your personal priorities? What are your short term (this semester, this month) and long term (a year to 5 years) goals? What do you want to accomplish this semester? This year? Over the next 5 years?
  + Are there any conflicts between your goals?
  + If a stranger looked at how you spent your time, what would they conclude are your priorities?

**Step 2: LOOK AHEAD**

* What is the big picture?
* Plot important dates in your life for the upcoming semester on your *semester at a glance* including special events (e.g., holidays, birthdays), tests, quizzes, exams, papers, and reading assignments.

**Step 3: MAKE IT “DO-ABLE” and CREATE A LIST**

* Remember that you reach your goals one step at a time
* What are the individual tasks involved in reaching each goal?
* Create a *weekly study plan* to start breaking it all down into manageable and organized parts

**Step 4: MONITOR YOUR PROGRESS, MODIFY WHEN NECESSARY; REWARD YOURSELF**

* As you complete the tasks that lead to your goal, check them off the list
* Give yourself rewards as you complete your tasks
* Modify your approach when it just isn’t working.

***Example:*** *What will you need to do to reach your goal of earning a B+ or better in your history class? When are your exams, papers, and presentations due? How can you break down these tasks into daily assignments?*

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| CLASS TITLE | *History* |
| GOAL GRADE | *B+* |
| UPCOMING DEADLINES | *Exam: March 10*  *Paper: March 17* |
| SUNDAY | *Read pp 60-68*  *Research paper topics* |
| MONDAY | *Choose paper topic*  *Outline paper*  *Read pp 68-76* |
| TUESDAY | *Generate questions in class notes/quiz self*  *Read pp 76-84* |
| WEDNESDAY | *Read pp 84-92*  *Research for paper* |
| THURSDAY | *Generate questions in class notes/quiz self*  *Read pp 92-100* |
| FRIDAY | *Read pp 100-108* |
| SATURDAY | *---* |

History Exam: in 3 weeks, 21 days

* It will cover Chapters 3-7
* Each chapter has 20 pages (100 pages of reading)
* You should finish your reading with at least 4 days left for exam preparation
* You know that you are unable to do schoolwork on Saturday because of your part-time job
* This leaves 14 days to read approximately 8 pages a day
* You also have class notes (two days per week) that need to be actively reviewed by generating potential exam questions in the margins for self-testing

History Paper: due in 28 days

* You need to schedule enough time to research, complete paper, proof read, and hand in on time