

Managing Time at University

...it's a balancing act

Use the on-line e-Schedule at www.bewell-dowell.org/schedule

Some Facts about Time

We all have 168 hours in a week. As adults, we tend to do what is important to us at the moment.

As students, there isn't enough time to do to everything to your optimum. Choosing among needs and wants is a skill. YOU can learn how!

Where Does Your Time Go?

Does time slip away? Do you try to fit in too much? Surprised you spent 6 hours doing ...what?

Pay attention to what you do, and when

- * For 2 or 3 days, use a Time Monitoring recording form, or jot notes to get an overview of the pattern of your day. Be honest with yourself :-)
- * average the hours spent in your activities. Include class, studying, getting to class & back, personal care, eating etc, exercise, sleeping, internet use, social, leisure, clubs...

Does the time spent on various activities reflect what you think is important? Is this the *real you*?

Where Should Your Time Go?

Allocate your time according to what is most important to you and your future dreams.

Set goals in a series of small, measurable steps that relate to your: life values, academic program, term goals, weekly and daily requirements

- * review these periodically.

Set priorities to enable you to feel in control of the conflicting demands.

- * Check the course outline for learning objectives and evaluation information
- * Use a term calendar to record all due dates, and weighted values (%)
- * Ask yourself: How important is this? How urgent is this? What's the "cost" of not doing this? Make an "High-Medium—Low" list of priorities
- * Do it, or defer it, or dump it, or delegate it

Trouble Shooting Guide

"I make a "To Do" list everyday but never seem to get through it. Then I feel guilty."

Try: Using a To Do list that covers 2 or 3 days. Or, keep a "Finished Tasks" list to see what you have

“I make elaborate schedules but can't seem to follow them.”

Try: Making your schedule realistic, not idealistic. When are you really going to start studying—7am? 9:30? How many hours a week will you really commit to? Leave room for downtime.

“I spend too much time on Facebook, MSN, gaming, etc. No time for sleep, or work.”

Try: Fix specific times for checking messages and gaming. TURN OFF the technology when studying.

What Will Help You Manage?

✓ **Get organized**

- * Set your priorities
- * Make a plan or schedule for the term, the week and the day. Use the on-line scheduler at www.bewell-dowell.org/schedule
- * Keep track of what is accomplished

✓ **Know yourself**

- * In what situation do you work best? Consider the time of day, physical environment, alone vs with a friend...
- * What are you most likely to do? not do? Does this reflect your goals?
- * Are your expectations realistic at this moment?
- * Use study methods that reflect your preferred learning style

✓ **Work Efficiently**

- * Consider school your job
- * Use the “free time” between classes
- * Do the hard work first
- * Study in 2-3 hour blocks, with 10 minute break each hour
- * Work before relaxing: Earn a reward
- * Turn off the technology
- * Get enough sleep

Finding the Balance

Feelings of stress, of being overwhelmed, and of failure grow when we think a situation cannot change.

These feelings of stress are most likely to occur when the demands exceed our resources. Restoring balance is one way to reduce stress and maintain good mental and physical health.

The World Health Organization outlines the following 5 components of good health, in addition to freedom from illness. Each component has many elements, such as:

Physical: food, sleep, exercise

Learning Strategies Development
Queen's University
www.queensu.ca/learningstrategies

Mental or Intellectual: routines, growth, challenge, sense of predictability

Social: sense of belonging to family, friends or community, held in esteem by others

Emotional: peace, joy, contentment

Spiritual: sense of direction or purpose, connection to the universe, religious practice

<http://www.queensu.ca/learningstrategies/undergrad/tm/module.html>

for more tools and strategies