

TIME MANAGEMENT GUIDE



TIME MANAGEMENT: MAKING A WEEKLY SCHEDULE

Make a weekly schedule that includes your classes, meals, extra-curricular commitments, and any other things you do weekly or daily. Set aside certain times throughout the week that will be used for school-related tasks like writing papers and studying.

Make sure you set aside enough time for the amount of work you will have to do. Budget 2-3 hours of homework time per week for each credit hour you are taking. For example, if you are taking four courses, which at 3 credits per course is 12 credit hours, you should schedule between 24 and 36 hours for homework each week.

As you make your schedule, identify when your best time of day is for doing work. For example, some people focus better in the mornings, while others have the most concentration in the evenings. Schedule times for homework when you will be at your best.

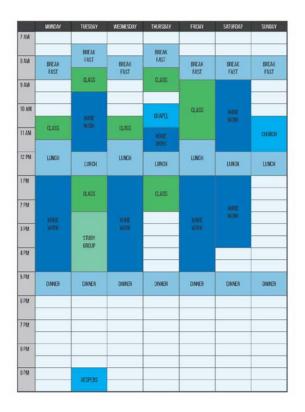
WEEKLY SCHEDULE EXAMPLE

This person studies best during the day, so they have not booked evening study times.

Consider using colours to make your schedule more visually accessible.

For example: classes = green, homework = blue, meal times = light blue, etc.

Extra blank weekly schedule templates available at the Academic Support office in the library.





TASK MANAGEMENT: MAKING A LIST OR CALENDAR OF ALL ASSIGNMENTS

Make a list or calendar of all of the assignments, reading, and exams scheduled for all of your classes. List them by due date, and mark by each of them <u>how much of your</u> <u>final grade that task is worth</u>. This will give you an indication of its priority when you have multiple items to work on.

Every week look ahead at what will be due in the coming weeks, and plan what you will work

on during each of the homework times you have set aside.

It is also a good idea to total how many hours of work is due per week. This lets you see which weeks have more work due than what would normally fit into your schedule. When you see heavy weeks coming up, start to work ahead.

HERE ARE SOME TIME BUDGETING GUIDELINES:

WRITTEN ASSIGNMENTS

One page is considered to be typed and double-spaced with a 1" margin on all sides (approximately 325 words/Times Roman 12).

Time allotment for written assignments is based on the rate of 1/2 page per 90 minutes for research-based papers and 1 page per hour for reflective papers.

REFLECTIVE WRITING				
Time	# of pages	# of words		
1 hour	1	325		
2	2	650		
3	3	975		
	4	1300		
5	5	1625		

RESEARCHED WRITING				
Time	# of pages	# of words		
1.5 hours	0.5	162		
3	1	325		
6	2	650		
9	3	975		
12	4	1300		
15	5	1625		
18	6	1950		
21	7	2275		
24	8	2600		
27	9	2925		
30	10	3250		
36	12	3900		
45	15	4875		
60	20	6500		

QUIZZES/TESTS/EXAMINATIONS

For every one hour of examination time, students are expected to invest 4 hours of preparation.

Exam time	Prep time
0.5 hour	2 hours
1	4
1.5	6
2	8

ORAL PRESENTATIONS

(Seminars, preaching, teaching) For every minute of presentation, students are expected to invest 45 minutes of preparation (this preparation includes reading, writing and practice delivery. It should not be factored into previous reading and writing calculations).

Presentation time	Preparation time
10 minutes	7.5 hours
15	11.25
20	15
30	22.5

READING ASSIGNMENTS

Reading time is based on an average rate of 20 pages per hour.

Time	# of pages
1 hour	20
2	40
5	100
7.5	150
10	200
12.5	250
15	300
20	400
22.5	450
25	500
30	600
35	700

CREATIVE ASSIGNMENTS

For creative assignments, the instructor determines the required hours and gives guidance as to the maximum hours to be spent on the assignment.

) HINTS FOR GETTING YOUR HOMEWORK DONE

- Divide major assignments into smaller parts so they will not be as overwhelming. For example, if you are working on a research paper, start by choosing a topic. Next, find some sources and take notes on what they have to say. Make an outline of what you want the paper to cover. Sometimes starting on a large project can be the hardest part. Dividing it into smaller tasks can help you get started.
- Once you have made your schedule, it is important that you stick to it! Even if you have finished the next few things that are due, use the time you have set aside to get ahead. You will be very thankful you did when things get busy again.
- 3. Do not procrastinate. If you notice that you are avoiding your work during scheduled times, make yourself start a

small part of the task. Often once you have started it is easier to continue. If you still have trouble starting a task (i.e. can't get out of procrastination mode), consider visiting the Academic Support office (or coming to Drop-In Academic Helpdesk hours in the library) for some extra accountability and help making clear steps for working through assignments.

- 4. Make two activity lists: things you like to do and things you have to do. Mix them up in your schedule. This will help you stay motivated and engaged, especially when there are a lot of things to do.
- 5. Be realistic in the commitments you make. There are only 24 hours in a day. It is important to thoughtfully examine your obligations and responsibilities. Is your schedule realistic? Make sure you will have time to do everything you have committed to and don't overcommit.

REWARD YOURSELF WHEN YOU FINISH TASKS ON TIME!

Book an appointment online to have the Academic Support Office meet with you to review your paper. (On the Columbia website under Current Students, Academic Support)

Be sure to email a copy of your paper to the office the night before your appointment to Academic.support@columbiabc.ed

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
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