

# Using Time Effectively

Much of time management has to do with the strategies you use to find time throughout the day. The schedules of college students (particularly those balancing many priorities at once) can be quite complex. Are there places in your schedule where you have small bits of time you could use for getting things done? Scheduling your time efficiently and looking for ways to improve your schedule are techniques for continually improving your time management.

Walter Pauk (1984), in his text "How to Study in College" demonstrates how one student could analyze her schedule and find pockets of time or places to add efficiency to her schedule.

Time		Time Used	Activity - Description	
Start	End			
7:45	8:15	:30	Dress	Paste 3 X 5 cards on mirror: laws of economics; psychological terms; statistical formulas. Study while brushing teeth, etc.
8:15	8:40	:25	Breakfast	
8:40	9:00	:20	Nothing	Look over textbook assignment and previous lecture notes to establish continuity for today's psychology lecture.
9:00	10:00	1:00	Psychology - Lecture	
10:00	10:40	:40	Coffee-Talking	Break too long and too soon after breakfast. Work on psychology notes just taken; also look over economics assignment.
10:40	11:00	:20	Nothing	
11:00	12:00	1:00	Economics - Lecture	
12:00	12:45	:45	Lunch	
12:45	2:00	1:15	Reading - Magazine	Rework the lecture notes on economics while still fresh in mind. Also, look over biology assignment to recall the objective of the coming lab.
2:00	4:00	2:00	Biology Lab	
4:00	5:30	1:30	Recreation - Volleyball	
5:30	6:00	:30	Nothing	Use this time to read a magazine or newspaper.
6:00	7:00	1:00	Dinner	
7:00	8:00	1:00	Nap	Not a good idea. Better finish work, then get a good night's sleep.
8:00	8:50	:50	Study - Statistics	
8:50	9:20	:30	Break	Break is too long.
9:20	10:00	:40	Study - Statistics	
10:00	10:50	:50	Chat with Bob	Good as a reward if basic work is done.
10:50	11:30	:40	Study - Accounting	Insufficient time allotted, but better than no time.
11:30	11:45	:15	Ready for bed	
11:45	7:45	8:00	Sleep.	While brushing teeth, study the 3 X 5 cards. Replace cards that have been mastered with new ones.

**CAUTION:** It is still critical to add in breaks, time for relaxation, and unscheduled time. If you **OVERSCHEDULE** your time, it may add more stress and anxiety.