

# Laying Tracks

Name: \_\_\_\_\_

## Academic Success Exercise #4 - Time Management Plan

### \*The Importance of Time Management

Being successful at the university level requires a more careful and effective utilization of time than most students have ever achieved. A typical student spends fifteen or more hours of time in the classroom each week. In addition, she is expected to average about two hours of preparation for each hour in the classroom. This means that she has at least a forty-five hour workweek and is consequently involved in a full-time occupation! Many students find that other part-time jobs and/or family and social responsibilities (that add a great deal more time) must supplement this full-time job. A common student complaint is that “there’s just not enough time to go around!”

The job of being a university student, like most other jobs, can be carried out either efficiently or inefficiently. The way we use time (or waste it) is largely a matter of habit patterns. One of the best techniques for developing more efficient habits of time use is to prepare a time schedule. Research psychologist and efficiency experts can produce impressive statistics demonstrating the efficiency of a well-organized time schedule. The work habits of people who have achieved outstanding success invariably show a well-designed pattern or schedule. When a person has several duties confronting him simultaneously, he often will fail to do any of them. The purpose of scheduling is not to make you a slave to a schedule, but to free you from the scholastic inefficiency and anxiety that is, at least partially, a function of wasted time, inadequate planning, hasty, last minute study, etc.

The most successful system for most students is to combine long-range and short-range planning. The best way to do this is by making a general schedule for an entire semester and then preparing a more specific plan for each week of the semester one week at a time. Experts suggest Sunday is a good day to go over material from previous weeks, review the semester as a whole, and plan the week to come.

\* Adapted from the web site of the Cook Counseling Center at Virginia Tech University  
(<http://www.ucc.vt.edu/stdysk/htimesch.html>)

**Directions:** Please read and follow the directions below completely. When finished, bring the completed “Long-Range Planning Sheet” (2 pages), “Weekly Time Planning Form”, and this exercise with you to the USP Advising Office in Young Hall, 8<sup>th</sup> floor when you meet with your academic advisor.

1. Print out a copy of the “Long-Range Planning Sheet” found on the USP web site ([www.purdue.edu/usp](http://www.purdue.edu/usp) then Current Students > Academic Planning Worksheets > Long-Range Planning Sheet). Complete both sheets for the current semester (8 weeks per sheet), entering all major papers, projects, exams and tests, as well as any times you plan to be away from campus (weekends you’re going home, etc.). Be specific.

Note: If you use another calendar (e.g., Microsoft Outlook) that allows you to see your assignments for the entire semester, then please bring this information with you.)

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2. a. Print out a copy of the “Weekly Time Planning Form” found on the USP web site ([www.purdue.edu/usp](http://www.purdue.edu/usp) then Current Students > Academic Planning Worksheets > Weekly Time Planning Form).
  - b. Instructions for Weekly Time Management.  
[http://www.cla.purdue.edu/students/asc/documents/instructions\\_weekly\\_time\\_schedule.pdf](http://www.cla.purdue.edu/students/asc/documents/instructions_weekly_time_schedule.pdf)
  - c. Complete the Weekly Time Planning Form for this semester using the Instructions for the Weekly Time Management Schedule. Be sure to enter all classes (each in a different color) plus your work schedule and/or any other commitments you have that are “set in stone.” Be very specific and include where you plan to study and what subjects you want to study. Pay special attention to item #6 on the instruction sheet. Include time for your reward for a job well done.
3. Go to the College of Liberal Arts Academic Success Center web site ([www.cla.purdue.edu/asc](http://www.cla.purdue.edu/asc) then Student Support > Handouts) and look under the heading “Time Management” for “10 Tips for Better Time Management.” [http://www.cla.purdue.edu/students/asc/documents/ten\\_tips.pdf](http://www.cla.purdue.edu/students/asc/documents/ten_tips.pdf)

List 3 tips that will be most useful for you.

- 1.
- 2.
- 3.

The Academic Success Center also has resources for the following issues:

Procrastination:

[http://www.cla.purdue.edu/students/asc/documents/overcoming\\_procrastination.pdf](http://www.cla.purdue.edu/students/asc/documents/overcoming_procrastination.pdf)

Concentration:

[http://www.cla.purdue.edu/students/asc/documents/improving\\_concentration.pdf](http://www.cla.purdue.edu/students/asc/documents/improving_concentration.pdf)

Test Anxiety:

[http://www.cla.purdue.edu/students/asc/documents/understanding\\_test\\_anxiety.pdf](http://www.cla.purdue.edu/students/asc/documents/understanding_test_anxiety.pdf)

How to spend less time studying:

<http://www.cla.purdue.edu/students/asc/documents/textbook.pdf>

Preparing for Exams:

[http://www.cla.purdue.edu/students/asc/documents/how\\_to\\_prepare.pdf](http://www.cla.purdue.edu/students/asc/documents/how_to_prepare.pdf)

[http://www.cla.purdue.edu/students/asc/documents/standardized\\_test.pdf](http://www.cla.purdue.edu/students/asc/documents/standardized_test.pdf)

[http://www.cla.purdue.edu/students/asc/documents/inventory\\_tt\\_skills.pdf](http://www.cla.purdue.edu/students/asc/documents/inventory_tt_skills.pdf)

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