



Do you ever wish there were more than 24 hours in a day so that you can do all of the things you need to do? Are you finding it hard to keep up with your reading and regular homework, especially when tests, papers or other projects are due all at once? Do you wish you had time to go to the gym, be more active on campus, volunteer, or just have time to relax and have some fun? An ASIP instructor can work with you to evaluate the demands on your time, set personal goals, and develop the time management strategies that can help you achieve them.

Advantages of Time Management:

- ☐ gain time
- ☐ motivates and initiates
- ☐ reduces avoidance
- ☐ promotes review
- ☐ eliminates cramming
- ☐ reduces anxiety

HOW DO YOU GET STARTED?

- 1. Get the "big picture". Plan out your Exam terms.**
- 2. Make a weekly schedule based on your needs.**
- 3. Schedule your intensive study/ review time for each class. Try to schedule some study time each day for each class. Depending on your learning style you may want to schedule daily time for all your classes or chunks of time on one class per day.**

4. Think about what time of the day you do your most effective studying and take this into consideration when planning your week.

5. Try to be task-oriented rather than time-oriented.

6. Start your study period with the courses you like least or that you're not doing well in. You are more inclined to be motivated to learn and retain this knowledge when you are fresh.

7. Try to set up routines. This may seem like a mechanical way of scheduling, but you will find that such a routine can help you develop a pattern for efficient and effective learning.

8. Schedule a weekly review for each course.

9. Keep open some day or evening time for daily physical activity. Remember, research indicates that regular exercise will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study, and work schedule.

10. Leave some empty blocks of time open for academic or personal needs.

11. Schedule some time during the week to "play", relax, or do whatever you want to do. This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more.

How Well Do You Plan?

DIRECTIONS: FOR EACH QUESTION, CIRCLE THE NUMBER THAT BEST DESCRIBES YOU.

	Never	Seldom	Sometimes	Often	Always
How often do you plan in an effort to keep life from running out of control?	1	2	3	4	5
Do you put daily plans on paper?	1	2	3	4	5
Do you allow flexibility in your plans?	1	2	3	4	5
How often do you accomplish all you plan for a given day?	1	2	3	4	5
How often do you plan time for what matters most to you?	1	2	3	4	5
How often is your daily plan de-stroyed by urgent in-	5	4	3	2	1

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SEE OTHER SIDE FOR SCORING AND INTERPRETATION

SCORING: Add the numbers next to your answers.

INTERPRETATION:

6-10: Terrible Planner.

You should consider using new tools and processes to help you plan effectively. A great first step would be to take a time management course.

11-15: Below average planner.

You may already have a planning system, but using it more effectively will help to reduce the stress and lack of control you feel in your life.

16-20: Average planner.

Your planning system is working, but you can do better. You may need help focusing on priorities, dealing with urgent interruptions or writing your daily plan.

21-25: Above-average planner.

Your planning system is working well. Keep up the good work, with periodic reviews to be sure you're planning around what matters most in your life.

26-30: Excellent planner--or candidate for burnout?

You have mastered planning and should experience the serenity that comes from taking charge of your life. But make sure you're in control of your planning rather than letting it control you.