

## Creating a Schedule

When we manage our time effectively, we can lead balanced lives. One way to do this is to develop a time schedule to keep track of your time.

### *Tips for Creating an Effective Schedule*

- **Be Realistic:** Be realistic about how much time each task will take so that you don't set yourself up for disappointment. Use the time survey on the next page to evaluate how you are spending your time.
- **Set Clear Goals:** Establish clear goals to help motivate you. When you know what you are working for, you will inevitably work harder to achieve it.
- **Plan for Work *and* Play:** Balance your hard work by rewarding your accomplishments. All work and no play is not a sustainable lifestyle. Find out what you love to do, and make time to do it. Set aside time to enjoy yourself and stay in good health.
- **Identify Negotiable *and* Non-Negotiable Tasks:** Understand which tasks can be compromised and which cannot. Order your essential tasks to help you set your priorities within your schedule.
- **Start Early:** When you start early, you give yourself a chance to do your best work, setting yourself up for success. If you start the night before, there is a very good chance that you won't get the results you desire.
- **Learn to Say "No":** If you take on too much, it will be impossible to do a good job of everything. Remember to say "no" when you know you don't have time to take on more responsibility.
- **Be Patient:** Schedules are not set in stone. It will take trial, error, and revision to find a schedule that works for you. Don't be frustrated if, at first, your schedule doesn't work out. Be patient; success will come.

**Time Survey**

Approximate the amount of hours you spend per day on each task. Multiply each approximation by seven to figure out how much time is spent on each task in a week. If you know weekly schedules for work and classes, you can just enter those hours.

Sleeping. You should always plan for good night’s sleep.	_____ x 7 = _____
Personal care (showering, hair, shaving, etc.)	_____ x 7 = _____
Eating (including preparation and clean-up)	_____ x 7 = _____
Travel to and from campus	_____ x 7 = _____
Travel to and from work	_____ x 7 = _____
Work	_____ x 7 = _____
Activities (volunteering, church, clubs, etc.)	_____ x 7 = _____
Exercise & sports	_____ x 7 = _____
Leisure Time (TV, internet, listening to music, shopping, gaming, etc.)	_____ x 7 = _____
Classes (3 hours per every credit + lab time) <i>For example, 5 courses (5 x 3 = 15) plus 2 labs (2 x 3 = 6) would equal 21hrs spent in class.</i>	_____
Errands/housecleaning/laundry	_____ x 7 = _____
Time spent with friends/family/partner/kids	_____ x 7 = _____
<b>Total Number of Hours</b>	_____
Second: Subtract the total number of hours above from 168 <i>(168 is the total number of hours there are in a week)</i>	
168 - Total Number of Hours =	=====

This is how much time you have leftover to study! Use it wisely. If you end up with a negative number, you probably do a lot of multitasking, or you may be overcrowding your schedule.

Now that you have a clearer idea of how you manage your time, try creating a plan that fits all of your commitments into one schedule. This could be done through a day planner, a monthly or weekly calendar, note pads or lists, whatever you find effectively keeps you organized. Remember, as always, to be patient and find what works best for you.

**Plan and Prioritize!**