

WAYNE STATE UNIVERSITY
COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

Time Management

Time Management Questionnaire

Answer “YES” or “NO” to the following questions:

1. _____ Have you estimated how many hours you need to study this semester?
2. _____ Do you tend to complete your assignments on time?
3. _____ Have you estimated how long it takes to read one chapter in each of your textbooks?
4. _____ Do you begin working on long-term assignments at the beginning of the semester?
5. _____ Do you make lists of things to do in your head rather than on paper?
6. _____ Do you participate in social activities even when you know you should be studying?
7. _____ Do you schedule time to study for exams?
8. _____ Do you have a job that requires more than 20 hours a week?
9. _____ Do you know exactly what tasks you are going to do when you sit down to study?
10. _____ Do you do the assignments from your favorite class first?

Give yourself one point for each YES answer to questions 1, 2, 3, 4, 7, and 9. Give yourself one point for each NO answer to questions 5, 6, 8 and 10. Total your points. A low score indicates a need for help with time management and a high score indicates use of effective time management techniques.

From Orientation to College Learning, Dianna L. Van Blerkhom.

Where Does Time Go?

Worksheet

Number of hours of sleep each night _____ x 7 = _____

Number of hours spent grooming each day _____ x 7 = _____

Number of hours for meals/snacks, including
Preparation/clean-up time _____ x 7 = _____

Travel time to and from campus _____ x 5 = _____

Number of hours per week for regular activities
(chapter meetings, leadership/service activities,
intramurals, church, etc.) _____

Number of hours per day of errands, etc. _____ x 7 = _____

Number of hours of work per week _____

Number of hours in class per week _____

Number of hours per week with friends,
Social parties, going out, watching TV, etc. _____

TOTAL _____

168.0 hours in a week

- _____ hours of activities

= _____ hours to study

Time Management

When to Study

1. Study difficult or boring subjects first.
2. Avoid scheduling marathon study sessions.
3. Be aware of your best time of day.
4. Use waiting time.

Where to Study

5. Don't get too comfortable.
6. Use a library.

How to Handle the Rest of the World

7. Pay attention to your attention.
8. Agree with living mates about study time.
9. Avoid noise distractions.
10. Notice how others misuse your time.
11. Get off the phone.
12. Learn to say no.
13. Hang a "Do not Disturb" sign on your door.
14. Plan some time in your schedule for relaxation.

Things you can ask yourself when you get stuck.

15. Ask: What is one task I can accomplish toward my goal?
16. Ask: Am I beating myself up?
17. Ask: How did I just waste time?
18. Ask: Can I do just one more thing?

David B. Ellis (1985) On Becoming a Master Student.