Time Management Schedule

Back on Track

COSUMNES RIVER COLLEGE

One of the most important study skills in college is time management. Many students earn grades below potential or flunk out of college because of poor time management skills. One model for organizing time in college centers around the 8-hour workday.

Without a college degree, you will most likely be working at the entry level job, doing clerical work, toiling in labor oriented jobs and at pay scales near minimum wage. These jobs are fine as long as they are that you *choose* to do. In any case, you will be working 8 hours per day and 40 hours per week if you are not in college. After 4 or 5 years of working in these types of jobs, where will you be? At what wage level?

The 8-hour per day model for managing time in college has you in class or studying for 8 hours per day. These are the same 8 hours you will be putting in each day if you weren't in college only this time you will be *self-employed*.

Most students are in class 2 to 3 hours per day (not counting labs). This leaves 5 to 6 hours per day for studying – reading textbooks, taking notes, revising notes, building and practicing solutions to problems, and reciting and self-testing on existing notes, etc. Students who spend 5 to 6 hours per day studying usually do quite well in college. Looking at another factor:

The 8 hours per day model leaves every evening and weekend free from studying!

That means you can use evenings and weekends to focus on personal growth activities. On the next page, set up an 8-hour per day model for managing your time in college. Remember that only time in class and studying counts toward the 8 hours. The steps are:

Cross off class times
Cross off meal times
Cross off work or activity times
Cross off study times
Total should be 8 hrs/day and 40 hrs/ week on the job as a student

College Schedule Time Planner

Set up your personal 8-hour per day schedule for doing your job as a student. Use a pencil to allow for changes later.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							