Effective use of time is one way to find more enjoyment and more success from daily living. Each of us has the same amount of time for each week – exactly 168 hours – no more, no less. Thus, it is not the amount of time but WHAT YOU DO WITH YOUR TIME that counts most. Organizing and planning is the secret of more effective use of time and greater enjoyment of living. Wise planning of your time will provide you with more time for those things you are interested in doing. It will help you to balance your student leader position, your studies, and your free time.

**Scheduling Suggestions**

- **Build your schedule around your fixed time commitments.** The most common things for you to consider are classes, work-related commitments, organizational meetings and activities, church, eating, and sleeping.

  My fixed commitments:

  ______________________________________________________________________

  ______________________________________________________________________

  ______________________________________________________________________

- **Keep your “peak” times in mind.** Are you a morning person? Is staying up late easy for you? You can use your personal preferences to plan your flexible commitments.

- **Plan and schedule times for your flexible commitments.** The most common things to consider here are studying, recreation, relaxation, exercising, and personal grooming.

  My flexible commitments:

  ______________________________________________________________________

  ______________________________________________________________________

  ______________________________________________________________________

- **Leave some free hours each week to provide for things that will come up either in class or at work.** Don’t over schedule!
1. Be an active decision-maker. You can’t do everything. You can’t be everything to everybody. If you have problems setting limits, you can learn to say “no” more often.

2. Your schedule must be flexible. You are aiming for something in between an “anything goes” type of schedule and having every minute of every day planned out.

3. Leave space in your schedule for the unexpected. If you don’t have space, you may need to let go of one of your lesser priorities.

4. Don’t schedule activities too tightly. Allow time between activities.

5. Enough time for relaxation and recreation should be scheduled so that they are not omitted. These are at least as important as work activities and personal commitments – for your own mental health!

6. Time planning and scheduling should be done both on a long-range and a daily basis. Major activities, events, and commitments are best planned and scheduled at least two months and possibly much longer (depending on what it is) in advance. On the other hand, minor activities and small tasks can and should be scheduled and modified on a daily basis.

7. Keep your goals and priorities in mind as you plan your schedule. Be sure that the items on your schedule are contributing to what’s really important to you. Review and revise your goals once a month or as needed.

8. Focus on what you can control. Don’t waste time by feeling guilty about what you didn’t do.

9. Reward yourself when you complete important projects.

10. Avoid time wasters. Have a place for everything to avoid constant searching. Carry an appointment book with you.
Only by identifying where and how you waste time can you make changes. Read the list of common time wasters. Mark 3-5 of your biggest time wasters. If any of yours are missing, add them in the blank space at the bottom and include those in the 3-5 chosen.

_____ Interruptions, Drop-in Visitors, Unplanned Conversations

_____ Meetings – scheduled or unscheduled

_____ Lack of objectives, No deadlines, No Priorities

_____ Cluttered work area/room, Hunting for things, Personal Disorganization

_____ Doing routine things of minor importance

_____ Attempting too much at once

_____ Unrealistic time expectations

_____ Procrastination, Indecision, Daydreaming

_____ Inability to say “No”

_____ Leaving tasks unfinished, Jumping from one task to another

_____ Getting involved in unnecessary details

_____ Socializing, Idle conversation

_____ Playing cards or video games, unplanned TV watching, etc.

_____ Lacking self-discipline, Not carrying through on plans

_____ Constantly switching priorities

_____ Failure to listen carefully to assigned tasks

_____ Failure to use short blocks of time constructively

_____ “Breaks” which turn into vacations

______________________________
If you are like most people, you probably enjoy certain times of the day when you are at your best. For example, most people are psychologically more able to concentrate on class-type material in the mornings. By identifying your peak times, you can adjust your schedule to fit your own rhythms and preferences. Which are your peak times? Schedule high-priority or your least favorite activities for your most alert times of the day. Use your mornings and evenings according to when your best times are.

### High-Energy Times

These are the times of day that I:
- Have the most energy!
- Feel the most productive.
- Think most clearly.
- Have little trouble concentrating.

These times for me are between ___________ & ___________ and/or between ___________ & ___________.

Activities to schedule between these times are:
- ___________________________________
- ___________________________________
- ___________________________________
- ___________________________________

### Low-Energy Times

These are the times of day that I:
- Have the least energy.
- Fade quickly.
- Feel least alert.
- Have little trouble staying awake.

These times for me are between ___________ & ___________ and/or between ___________ & ___________.

Activities to schedule between these times are:
- ___________________________________
- ___________________________________
- ___________________________________
- ___________________________________

Procrastination can lead to failure to accomplish a goal, but more often it leads to a compromise in quality from not giving a task the time it deserves. One of the most frustrating aspects of procrastination is that it rarely improves anything – or makes a project go away. Instead, it hangs over your head and compromises your effectiveness in other areas or your enjoyment of other activities. When you finally turn to the task you’ve put off, it may have become more difficult to accomplish or it may at least have the added pressure of time. The key to controlling your use of procrastination is to examine your motives. If you are avoiding a task because it is boring, unpleasant, difficult, or frightening, you are probably procrastinating for negative reasons. However, if you are putting off the task because you are attending to more important things, you are probably procrastinating for positive reasons.
You cannot determine your priorities without knowing what your goals are. Take a few minutes to describe your long-term and short-term goals. Goals can be imposed by you or by others. Your goals should be specific and measurable. In turn, your priorities will assist you with reaching your goals.

**Long-Term Goals – What you want to accomplish in the next few years**

Sample Long-Term Goal: Earn a BS in Biology by May 2004

Goal 1: _________________________________________________________________

Goal 2: _________________________________________________________________

Goal 3: _________________________________________________________________

Goal 4: _________________________________________________________________

Goal 5: _________________________________________________________________

**Short-Term Goals – What you want to accomplish this month, this semester, or this year**

Sample Short Term Goal: Learn to play 5 songs on the guitar

Goal 1: _________________________________________________________________

Goal 2: _________________________________________________________________

Goal 3: _________________________________________________________________

Goal 4: _________________________________________________________________

Goal 5: _________________________________________________________________

**Priorities**

One way to rank the priority of each item is the ABC method. Use “A” for your highest priority items, “B” for those that must be done but are not as important right now, and “C” for those things that you could do or not do. You can number your A’s in order of importance, etc. Your first priorities should be items that move you toward your goals.
Before you can schedule your time effectively, you should know how much “optional” time you have. This worksheet will assist you in determining the amount of time needed for your basic commitments.

### Time Needed for Basic Commitments

#### Weekly Time Expenditure for Personal Needs, Classes, Work, and Commuting

- Number of hours per week you need to sleep
- Number of hours per week used for meals
- Number of hours per week spent on personal grooming
- Number of hours per week spent on fixed family and household commitments (laundry, cleaning your room, cooking, etc.)
- Number of hours per week spent in class
- Number of hours per week spent at work
- Number of hours per week spent commuting to school or work

\[ A = \text{total number of hours} \]

### Weekly Time Expenditure for Study & Leadership (Reading, Exams, Papers, Meetings, Events, etc.)

- Course 1: ____________________________________________  
- Course 2: ____________________________________________  
- Course 3: ____________________________________________  
- Course 4: ____________________________________________  
- Course 5: ____________________________________________  
- Leadership Role 1: ____________________________________  
- Leadership Role 2: ____________________________________

\[ B = \text{total number of study hours} \]

\[ 168 - A - B = \text{number of hours available for leisure} \]