|  |  |  |  |
| --- | --- | --- | --- |
| **Stated Objective** | **Struggling with Time Management** | **Schedule reflects basic understanding time management** | **Mastery of Time Management** |
| ACCURACY | Schedule:   * Missing key life activities * Does not reflect thought on time needed for success. * Does not reflect balance between life commitments (school, work, life). | Schedule:   * Minimal time allotted for success * Some thought on time needed for success * One area does not reflect balance of commitments | Schedule mastery:   * Reflects all life activities with reasonable time * Includes flex time and emergency adjustments |
|  |  |  |  |
| UNDERSTANDING OF DIRECTIONS | * Missing flexibility * Missing personal needs (sleep) * Insufficient study time or unbalance of study blocks | * Schedule reflect minimal effort * Sufficient study time but study blocks unbalanced * Minimal life activities missing | * Schedule reflects thought and goal setting * Schedule includes all major life activities * Study blocks less than 2 hrs. each |
|  |  |  |  |
| Balance of school , work and life activities | * Unrealistic time blocks for commitment * Not balanced between life events(work, family and social) * Missing key life activities | * Study time reflects a reasonable time schedule * Student has left very limited time for one area of commitment. * Sufficient time but unbalanced throughout the week | * Schedule demonstrates an efficient plan for ultimate learning and goal achievement. * Well balanced each day and as a whole week |
|  |  |  |  |
| Time Management Schedule Matches Educational Goals | * Insufficient study time for academic success * Incongruence with goals and time allotted for life activities | * minimal time allotted for success in each area * Time scheduled for life events | * contains 2 hours study for every hour in class plus additional time for unexpected problem areas * Sufficient time allotted for success in each area |

**BUILDING A QUALITY TIME MANAGEMENT PLAN FOR ACADEMIC SUCCESS**

**STEP 1:** List mandated time commitments.

* Mandate commitments include things that cannot be moved such as classes, work, and sleep
* Schedule should include between 6-8 of sleep every night.

**STEP 2:** List flexible requirements

* Flexible requirements have a mandated amount of time needed to complete task but time can be adjusted as long as hour requirement is met.
* Flexible requirements included study time (2 hours for every hour in class).

**STEP 3:** List secondary requirements.

* Secondary requirements include items that can be delayed until the next week if needed.

**STEP 4**: Review to be sure your included things like travel time, eating and relaxation.

**STEP 5:** Your schedule should include at least 2 hours of flex time per week to help with unexpected time commitments or under planning time.

Remember, you will have to make hard decisions about eliminating time wasters, delaying desires for extended periods of time and priorities.

**Once your schedule is complete:**

* be firm and stick to the schedule as much as possible
* note where you under or over-estimated time commitments
* adjust schedule each week based on your actual needs and usage
* be honest when reviewing schedule
* be realistic

**THERE ARE ONLY 168 HOURS IN A WEEK!!**

**WE CANNOT CREATE MORE TIME!!**

**WE CAN ONLY MANAGE OUR TIME COMMITMENTS!!**