

# USING A WEEKLY TIME CHART EFFECTIVELY

Follow the instructions for completing the time chart referred to in the Time Management exercise for the Puma Pulse Program. If you are not participating in the program, then please use these instructions along with the chart to help you organize yourself make better use of your time. It's amazing what you can accomplish when you know how much time you actually have!

1. Fill in the time slots with the name and course number of each of your classes.
2. Fill in other regularly scheduled activities, such as: sports practice, conditioning, study tables, meals, work, sleep, extracurriculars, etc.
3. Determine the amount of time you need each week to study for each of your classes (some classes will take more time, some will take less; a good "rule of thumb" is 2 hours outside of class for every credit hour registered for). Note this on your sheet.
4. Consider the factors that may effect your studying and when you schedule it:
  - ✓ The time of day you are most focused and alert
  - ✓ Do you need structure or flexibility?
  - ✓ How easily distracted are you?
  - ✓ Where do you tend to study best?
  - ✓ What kinds of things distract you?
5. Schedule study times on the chart, making sure to include:
  - ✓ 5-10 minute breaks for every 45 minutes-1 hour of study
  - ✓ Study sessions for classes within one day of attending class
  - ✓ Review of old information before moving on to new material
  - ✓ Time for long-term assignments (e.g., papers, exams)

The time slots left open are the times you have for doing other things. These can be great motivators because you can reward yourself with time to do what you like without worry!

6. Make sure to review your chart and prioritize your assignments.
7. Use your chart for one week; then, determine how effective it was. If you need to make changes, do so.

Continue this process throughout the semester.