

Time Management Creates Freedom !?

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Objectives

This worksheet is designed to help you improve your time management skills by developing a Base Schedule and Weekly Planner. You will learn:

- Why Planning Leads to Freedom
- How to Set Up a Base Schedule
- How to Create Weekly Plan

Planning = Freedom

I know what you are thinking – Planning can't possibly lead to more freedom. Here are just a few way how:

- 1. Empower the Master Scheduler:** You are in charge of deciding how you spend your time. You ultimately decide what you need to do and when. Think about who decided your schedules in the past such as parents, teachers, coaches, and employers. You are your own Master Scheduler now.
- 2. Avoid the Constant Decision-Making Drag:** Studies suggest that we make upwards of 35,000 decisions a day. How exhausting! Having a plan significantly reduces that number and gives our brains time to focus on other things.
- 3. Built in Stress Reduction:** Think about when you have felt your most stressed. Likely, it was because you did not have a plan. Plans help you feel calm and in control even during your busiest times. Having a plan helps you feel confident - "I've got this!".
- 4. Your Plan, Your Life:** Once you have your plan in place, you can take positive action to achieve your goals. Think of it as your map to success.

Creating Your Base Schedule

Getting Started: Using the attached sheet, begin to design your Base Schedule. Keep the following in mind:

- Full-time student = Full-time job
 - Every hour spent in class = 3 hours working on assignments and studying. (1:3 ratio)
- Weekends are not entirely "free"
- Remember to schedule free/fun time and fitness time
- Consider what time of day you do your best studying
- Use small pockets of time to work on something quick

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM		Sleep		Sleep			
7:30 AM	Sleep	Get Dressed	Sleep	Get Dressed	Sleep		Sleep
8:00 AM		Breakfast		Breakfast			
8:30 AM		HIST 1020	Get Dressed	HIST 1020	Get Dressed	HIST 1020	Get Dressed
9:00 AM	Get Dressed						Breakfast
9:30 AM	Breakfast	STAT 2510	Breakfast	STAT 2510	Breakfast	STAT 2510	Breakfast
10:00 AM		Lunch	ENGL 2260	Lunch	ENGL 2260	Lunch	Study STAT
10:30 AM	Study CHEM	Study CHEM	Lunch	Study CHEM	Lunch	Study CHEM	Lunch
11:00 AM							
11:30 AM							
12:00 PM	Lunch						Lunch
12:30 PM		CHEM 1040	Study STAT	CHEM 1040	CHEM 1041	CHEM 1040	Study HIST
1:00 PM		Workout	KINE 4970	Workout		Workout	
1:30 PM	Study HIST						
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM	Study CHEM	Study HIST		Study HIST		Study HIST	
5:00 PM							
5:30 PM							
6:00 PM	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6:30 PM							
7:00 PM		Study STAT	CHEM 51	Talk to Mom	CHEM 51	Talk to Mom	Study CHEM
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM		Study CHEM			Study CHEM		
10:30 PM							
11:00 PM				Study CHEM			
11:30 PM			Sleep		Sleep		
12:00 AM							

Great Example of a Base Schedule

Step 1: Block off your classes and labs, labelling them with course title and location.

Step 2: Add in other repeating items, labelling appropriately.

- Commute time (if applicable)
- Regular appointments
- Club meetings
- Work shifts

Step 3: Add Study Time for Each Class

- Review Material: Studies show that reviewing notes and readings before and after a class lead to better retention of the material.
- Strategically use the weekends to complete assignments and readings.
- Remember the 1:3 ratio - in class: outside of class.

Step 4: Add Sleep, Meals, Fitness, Free Time, Family

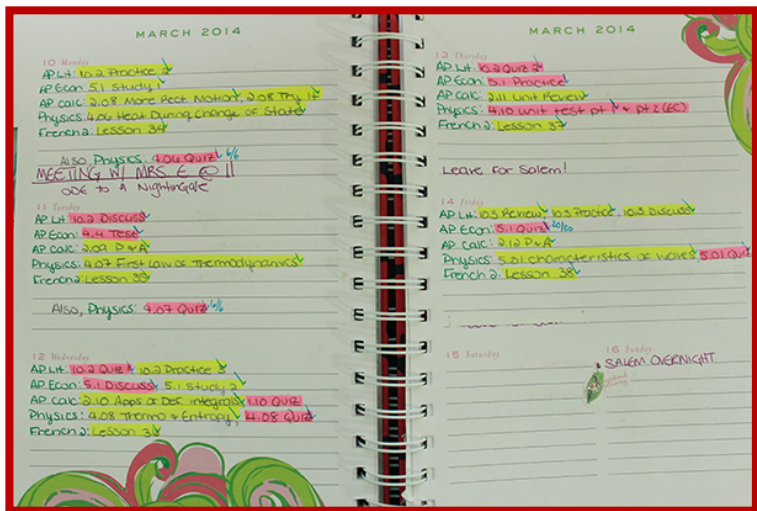
- Most humans need 7-9 hours of sleep per night to be fully functional.

Step 5: Follow it and Reevaluate after a few weeks.

- Where are your pockets of empty time? How can you make better use of that time?
- Does one class require less study time, or another needs more time? Adjust your Base Schedule to reflect that.

Make it Yours:

- Color code it
- Laminate It and put on the fridge
- Print copies and put in all your notebooks
- Take a picture to keep on your phone



A great example of a Weekly Planner

Create Your Weekly Planner

Now that you have your Base Schedule, the next step is to create a Weekly Planner. The purpose of the Weekly Planner is to help you keep track of assignments, tests, projects, and important dates so that you know how you will spend your time in any given week.

Step 1: Print out your syllabi for each course. Write the course name and the assignment name on the day it is due. Include:

- Text pages or chapters to be read (usually completed before the next class)
- Homework assignment due dates including source of the assignment (page number, handout, etc.)
- Quiz and Exam dates with topics covered
- Project due dates (sometimes, they are multi-step and have several due dates for each component)



Step 2: Check Out ATI's Academic Calendars and put important dates in your planner. Examples:

- Add/Drop Deadlines, Financial Aid deadlines, college bill due dates - currentstudents/academics/important-dates-calendar-ati
- Scholarship deadlines
- Holidays (not "free" – either catch up or get ahead)
- Registration for next semester – see *My Buckeye Link* page by clicking on "details" in the Enrollment Appointment box.
- Final Exam dates - currentstudents/academics/final-exam-schedule-ati

Step 3: Add Special Events and Free Time Activities.

Examples:

- Work schedule if variable
- Campus events (academic, co-curricular, social)
- Off-campus events (concerts, games, lectures)
- Field trips
- Advisor's Meeting
- Doctor's appointments
- Job interviews

Step 4: Use the Weekly Planner to:

1. Identify the tasks that are due and then complete them during your Study Time slots on the Base Schedule.
2. Work backwards from the exam or project due date to decide when you will study or work on the project tasks. *Hint: Don't plan to cram or do the project at the last minute. That defeats the purpose of the Weekly Planner you worked so hard to create.*

We're Here to Help

Remember, you do not need to do this alone. For help with Time Management, visit with your Academic Advisor, College Success Counselor, or Student Success Services.

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