

**UMSL**  
**Office of Multicultural Student Services**

**Time Management Tips**

---

**A Personal Time Survey:**

To begin managing your time you first need a clearer idea of how you now use your time. The Personal Time Survey will help you to estimate how much time you currently spend in typical activities. To get a more accurate estimate, you might keep track of how you spend your time for a week. This will help you get a better idea of how much time you need to prepare for each subject. It will also help you identify your time wasters. But for now complete the Personal Time Survey to get an estimate. The following survey shows the amount of time you spend on various activities. When taking the survey, estimate the amount of time spent on each item. Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week. After each item's weekly time has been calculated, add all these times for the grand total. Subtract this from 168, the total possible hours per week.

1. Number of hours of sleep each night \_\_\_\_\_ X 7 = \_\_\_\_\_
2. Number of grooming hours per day \_\_\_\_\_ X 7 = \_\_\_\_\_
3. Number of hours for meals/snacks per day -  
include preparation time \_\_\_\_\_ X 7 = \_\_\_\_\_
- 4a. Total travel time weekdays \_\_\_\_\_ X 5 = \_\_\_\_\_
- 4b. Total travel time weekends \_\_\_\_\_
5. Number of hours per week for regularly  
scheduled functions (clubs, church, get-togethers,  
etc.) \_\_\_\_\_
6. Number of hours per day for chores, errands,  
extra grooming, etc. \_\_\_\_\_ X 7 = \_\_\_\_\_
7. Number of hours of work per week \_\_\_\_\_
8. Number of hours in class per week \_\_\_\_\_
9. Number of average hours per week socializing,  
dates, etc. Be honest! \_\_\_\_\_

**Now add up the totals:**

Subtract the above number from 168                      168 - \_\_\_\_\_ = \_\_\_\_\_

The remaining hours are the hours you have allowed yourself to study.

**Study Hour Formula**

To determine how many hours you need to study each week to get A's, use the following rule of thumb. Study two hours per hour in class for an easy class, three hours per hour in class for an average class, and four hours per hour in class for a

difficult class. For example, basket weaving 101 is a relatively easy 3 hour course. Usually, a person would not do more than 6 hours of work outside of class per week. Advanced calculus is usually considered a difficult course, so it might be best to study the proposed 12 hours a week. If more hours are needed, take away some hours from easier courses, i.e., basket weaving. Figure out the time that you need to study by using the above formula for each of your classes.

Easy class credit hours \_\_\_\_\_ x 2 = \_\_\_\_\_

Average class credit hours \_\_\_\_\_ x 3 = \_\_\_\_\_

Difficult class credit hours \_\_\_\_\_ x 4 = \_\_\_\_\_

Total \_\_\_\_\_

Compare this number to your time left from the survey. Now is the time when many students might find themselves a bit stressed. Just a note to ease your anxieties. It is not only the quantity of study time but also it's quality. This formula is a general guideline. Try it for a week, and make adjustments as needed.

### **Other Time Management Tips**

Create a daily schedule

Don't be a perfectionist

Learn to say no.

Learn to prioritize

Combine several activities at once.

Get into a routine

Information retrieved from: <http://www.academictips.org/acad/timemanagemen>