



Time Management

Why Time Management?

- More homework and studying outside of class is required in college (2hrs per credit hour per week)
- Developing time management now can help in your future career

Semester/ Monthly Planning:

- Use your personal planner, a monthly calendar posted in your room, online tools such as Outlook or Google to mark dates listed in your syllabuses

Remember:

- Time is an equal opportunity commodity: everyone has 165 hours in a week
- It is up to us to get the most out of the time we are given
- No one will manage your time for you

Weekly Planning:

- Schedule fixed blocks of time (class, work, etc.)
- Schedule flexible blocks of time
- Leave some unscheduled time every day

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
6:30						
7:00						
8:00			BREAKFAST			
9:00	SLEEP IN	Renew English	PSYCH 101	Renew English	PSYCH 101	Renew English
10:00		English 101	Renew PSYCH	English 101	Renew PSYCH	English 101
11:00		LUNCH		LUNCH		
12:00	PEACIC	HISTORY 101	LUNCH	HISTORY 101	LUNCH	HISTORY 101
1:00	WUANE					
2:00	ALEX	BIO 101		BIO 101	BIO 101 LAB	WORK
3:00	MICHELLE, etc.					
4:00		WORK		WORK		
5:00						
6:00	STUDY ENGLISH	DINNER	DINNER	DINNER	DINNER	DINNER
7:00	HISTORY		STUDY ENGLISH		STUDY ENGLISH	
8:00			HISTORY		HISTORY	
9:00		STUDY PSYCH	BIO	STUDY PSYCH		
10:00						
11:00						

Daily Planning:

- Try making a list categorized based on level of importance. List each item under “Most Important,” “Moderately Important,” and “Least Important.” Then assign a time to complete that item.

To-do:

Most Important:

- ✓ Go to class- 9:30; 11:30; 12:30
- ✓ Pay Phone bill- 10:30

Moderately Important:

- ✓ Read Soc Chapter 3
- ✓ Do laundry

Least Important:

- ✓ Think of English essay topic

Organize Your Days:

- Set realistic goals for study time
- Use waiting time well
- Know the best times to study
- Control distractions
- Learn to say “no”
- Avoid multitasking
- Be flexible
- Adjust your schedule if you have overextended yourself

Tips for Time Management

Make use of the dead hours between classes

The more you study during the day, the more time you'll have at night for other activities.

Prioritize tasks

Create “to do lists.” Determine which tasks are most pressing and time consuming, and which can be put off until later. Focus on one task at a time. When a task is done, cross it off your list.

Complete all assignments early

Early completion of assignments allows time for revisions and improvements, and it reduces the likelihood of last minute, “all-nighters.”

Combine tasks

Study while doing laundry or other mundane tasks. Listen to course podcast while driving, jogging, or working out.

Assess Yourself:

Agree? Disagree? Don't know?

- I set academic & personal goals to guide how I prioritize my time.
- I can focus on the task at hand.
- I use a planner, to-do lists, or other planning devices.
- I intend to join at least on campus group of organization in my first year.



Did you know that it takes a minimum of 21 days to create a habit?

Check off you habits and timewasters:

- Netflix/Amazon/Hulu/TV
- Social Media
- Naps
- Socializing
- Gaming
- Other

By knowing how you waste time, you increase your awareness and may be able to catch yourself in the act.

* Each of these can be used as a stress release rather than a timewaster if used in moderation.

Resources & Tutoring Centers on Campus

Academic & Career Development Center (ACDC)
402-554-3672 | EAB 115

Criss Library
402-554-2361

Math & Science Learning Center
402-554-3643 | DSC 107

Multicultural Affairs
402-554-2248 | MBSC 112

Speech Center
402-554-3201 | ASH 185

Writing Center
402-554-2946 | ASH 150



Academic and Career Development Center | 402.554.3672 | acdc@unomaha.edu

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