

Cuesta College – Time Management Directed Learning Activity

- I. Print out and fill in the “Weekly Calendar” on the back of this sheet with your work and class schedule.
- II. Print out and fill in the “Weekly Calendar” on the back of this sheet with the time that you will commit for studying and doing homework. Use the “2 to 1” guideline – Multiply the number of units that you are enrolled by 2 and this will give you the amount of hours per week that you will want to block off for study time (e.g. If you are enrolled in 12 units, then you will want to complete 24 hours of homework per week).
- III. After completing the “Weekly Calendar”, read the information below on “Effective Time Management Techniques”

Effective Time Management Techniques

- **Use a “monthly calendar”** - Enter the due dates for all of your homework assignments, quizzes, tests etc – This enables you to view ahead and plan for the weeks to come.
- **Use daily “to do” checklists** – Keeping checklists of important and/or urgent tasks is an effective way to prioritize and track what needs to get done. Check off tasks completed.
- **Create a regular study schedule and follow it for 21 days** – Research shows that a key component to creating new success behaviors is to do it for 21 days and then it will become a habit.
- **Know your long term goals** – Students who have made an informed decision on an educational goal and major are more likely to work harder in school and to succeed.
- **Be aware of how you spend your time** – Do your best to make conscious choices based on your long term goals and not based on immediate rewards.
- **Be honest with yourself - Know your priorities** – If you are not completing your important priorities, put yourself in check and make a 21 day plan to create new habits.
- **Create clear rewards for tasks accomplished** – Create immediate rewards (work out after doing homework, praise yourself), midterm rewards (go out to a movie at the end of the week if tasks have been completed), long term rewards (go on a summer trip).
- **Do work before fun** – We can reward work done with fun activities.
- **Resist temptation and be self-disciplined** – Get your homework done before contacting your friends.
- **Take a stand for yourself** - If you don’t stand up for yourself, your goals and what needs to get done – Who will?
- **Design clear and measurable goals** – Don’t just say you want to study more, be more specific (What will you do, for how long and how often).
- **S.O.C. it to your procrastination** - Set clear and achievable goals, **O**bserve behavior, Give yourself **C**onsequences (have fun if task is done; no fun if task is not done)
- **Challenge rationalizations** – Challenge your excuse making and force yourself to get to work.
- **Reduce distractions** – Get work done where there are no distractions (friends, internet etc) so that your time spent on task is well spent time.
- **Let feelings follow action** – Don’t base your actions on what you feel like doing, base your actions on your long term goals
- **Get organized and simplify your life**

Weekly Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							