Time Management

Objectives:

Identify your top five time wasters;

Learn strategies for making a daily, weekly and semester schedule;

Assess and adjust where your time goes;

Learn how to evaluate your time schedule and,

Learn some strategies for improving your time management.

Five Time Wasters and/or Stress Relievers

1. 
2. 
3. 
4. 
5. 

Making a daily schedule

1. Mark out unavailable time (family time, meals, exercise, sleeping, tv, religious services, football, grocery shopping, etc.)
2. Fill in class time
3. Identify number of study hours available (_____hrs)
4. Prioritize study hours

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<th>Courses</th>
<th>Priority</th>
<th>Hours</th>
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Constance Tucker, MA