



AccessAbility Services
How Do I Manage My Time?

Well-developed schedules that consider long- and short-term goals can have a strong, positive impact on your academic semester. A good schedule includes four activities every day:

- **Sleeping**
- **Eating**
- **Studying** (time in class and out)
- **Leisure time** (including exercise)

If you do too much of one of these and skip another, your schedule will be unbalanced. When this happens, you end up being less productive in the things that you do.

According to Dr. Jay Buchanan, Director of the Counseling Services at Juniata College, **poor use of time** is the reason most often given by college freshmen for not achieving at least a "C" average during the first semester. Organize yourself and manage your time effectively to meet your needs and adapt to your strengths. Know and use the time when you are best at studying. Everyone has a different cycle for sleeping, eating, studying, and leisure. Develop your own schedule, and more importantly, **STICK TO IT!**

It's a good idea to have several schedules:

Semester-Long	At the start of the semester, post an academic calendar in a visible place (ex: by your desk). Add dates of tests and exams and deadlines for papers and projects . This will make you aware of deadlines and prepare you for busy weeks. Most professors give these dates on a syllabus at the beginning of the semester.
Weekly	Have a consistent weekly schedule that lists times for class, study, and activities (ex: exercise, favorite TV show). Develop a weekly "to do list," that includes what needs to be done for the week based on the syllabus for each class, adding personal and social goals. Some students keep this list in their planner .
Daily	Write a daily list of homework to do, places to go , and social commitments . Use your planner to help you with this list. Your "weekly to do list" can easily convert into such a daily schedule.

When developing your own personal schedule, keep two things in mind:

1. **Keep it flexible.** Be prepared for unexpected things: a date, an illness, or a project that takes longer than expected.
2. **Consider Others.** Realize that your schedule will affect others, especially your roommate. Communicate with other people and accept differences.

Did You Know?!!!

In an Average Week...

Total Number of Hours: 168

Hours Spent Sleeping (average 7 hours/night)	49
Hours Spent In Class (Includes walking to & from)	17
Hours Spent Studying (2 hours/ every 1 hour in Class)	30
Hours of Personal Hygiene	7
Hours Spent Eating (1/2 Hour for Breakfast & Lunch each, 1 Hour for Dinner)	14
Hours Spent Exercising	5

Hours Unaccounted For: 46

Each week the average student has over 45 hours of unclaimed time!