



Time and Task Management

Overview:

Students who plan their time and manage their tasks successfully are more productive and relaxed students. It is important for students to develop time and task management strategies that work for them. Well developed schedules that consider long and short term goals can have a strong, positive impact on your academic semester. A good schedule includes six activities each day:

- School related (class, lab, studying, clubs, sports, organizations).
- Work.
- Personal (social/recreational, TV, internet).
- Health related (eating, bathing, exercising, sleeping, etc).
- Travel (to and from school, work, classes).
- Out of school commitments/other.

Time and Task Management Calendars:

- **Semester Assignment Calendar:** Allows students to monitor longer assignments and exams so that they can divide their tasks into smaller parts.
- **Weekly:** Identify a consistent weekly schedule that identifies times for classes, studying, and other activities (ex: exercise, tv shows). In addition to a weekly schedule, identify a weekly “to do list” which includes what you need to get done in each class, adding personal and social responsibilities as well.
- **Daily:** Create a daily list of homework, places to go, and social commitments. Use your planner to help you with your list. Start with identifying “to do’s” off of your weekly “to do list” and build a daily list.

When developing a schedule, remember the following:

- **Keep it flexible.** Unexpected things happen: a date, an illness, or a project that takes longer than expected. Be prepared to move around your schedule as needed to meet your responsibilities.
- **Consider Others.** Realize that your schedule will affect others, especially your roommate. Communicate with other people and accept difference.

Time Commitments:

Did you know that in an average week you have approximately 46 unaccounted hours?

Take a look at this breakdown:

Hours spent sleeping (average 7 hours/night):	49 Hours
Hours spend in class (including walking to & from):	17 Hours
Hours spent studying (2 hours/every 1 hour in class):	30 Hours
Hours of Personal Hygiene:	7 Hours
Hours spend eating (1/2 hour for Breakfast & Lunch, 1 hour for Dinner):	14 Hours
Hours spent exercising:	5 Hours
Hours Unaccounted for:	46 Hours

Adapted from “How Do I Manage My Time” by Center for Students with Disabilities at University of Connecticut.

