

**TIME MANAGEMENT**

Name: \_\_\_\_\_  
 Lab time: Monday or Wednesday

**Are you over committed?**

The reason many intelligent and ambitious students do poorly in Biology 20 and other college-level courses is over-commitment (trying to do too many different things at once).

How much time will you have this semester to put into this class?

Remember: For every hour that you spend in class, you should spend at least 2 hours studying. This is a 6-hour course. That's 12 hours a week at a minimum that you should spend preparing for this course.

**Take stock of your time:**

There are 168 hours in a week. You should divide your time equally between work, recreation and sleep. This means:

- 56 hours for work or study per week
- 56 hours for recreation or just living per week
- 56 hours for sleep per week (8 hours per night)
  - if not you will make up for it by falling asleep in class or at other times (Hopefully not while driving!)

Add up the number of hours per week for which you are absolutely obligated to spend your time and ADD up the hours for recreation/daily jobs per week. Add these together plus the 56 hours for sleep.

**If you are over-committed, do not take this course!!!**

Take this course at another time when you are not over-committed!

OBLIGATIONS	HOURS	RECREATIONAL/DAILY JOBS	HOURS
Work		Time for yourself	
School		Exercise/Sporting activities	
Study (3 hrs/ 1 hr in class)		House cleaning/Yard work	
		TV/Visiting friends/ others	
Driving time		Church/Family/Clubs/	
Group study		Student activities	
Children/Talk/Care giving		Getting ready/clothes/washing	
<b>TOTAL hours of thing you have to do</b>		<b>TOTAL hours of things you want to do</b>	
If your total adds up to more than 112 hours plus the 56 for sleep, you are over-committed			

**If you are over-committed:**

Eliminate some of your commitments!!! This may mean taking fewer classes or working fewer hours, or cutting our other activities. Determine **what** to eliminate by listing short-term and long-term goals for your life. Eliminate items which are low in priority. Although this course is 16/17 weeks, it will take up a considerable amount of your time.

**Your Typical Week Chart**

**NEATLY**, Chart out time times for your all of your activities. This includes work, drive times, school, studying, eating, sleeping, getting ready for the day, etc.

Time	SUN	MON	TUES	WED	THURS	FRI	SAT
AM 5							
6							
7							
8							
9							
10							
11							
Noon 12							
PM 1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
AM 12							
1							
2							
3							
4							

Do you have time to do everything?

Are you over-committed?

Do you need to eliminate some?

Can you eliminate some?