

## BALANCING WORK AND COLLEGE

Working and going to college can be difficult since it limits the time you have for study. If you are a full-time student, consider working on campus instead of off-campus. Students that work on campus tend to be more connected with staff, faculty and other students. Working full-time and going to school full-time does not work. There are not enough hours in the day to complete everything that needs to be completed. It is best to work no more than 10 -20 hours per week if you are a full time student.

## IF YOU NEED TO WORK FULL-TIME:

- ◆ Be cautious of how many courses you take in a semester. It is strongly suggested that if you work full-time, take two to three courses per semester
- ◆ Be organized and use time management strategies.



## RESOURCES

How to Stop Procrastinating, Lucier, Kelci Lynn, About.com College Life:  
<http://collegelife.about.com/od/TimeManagement/ht/How-To-Stop-Procrastinating.htm>

What Is Time Management?, Lucier, Kelci Lynn, About.com College Life,  
<http://collegelife.about.com/od/TimeManagement/a/What-Is-Time-Management.htm>

Quick Study® Keys to College Success  
Confident Student -Third Edition. Kanar, Carol C.

Your Guide to College Success -Strategies for Achieving Your Goals, Santrock, John W. and Halonen, Jane S., Wadsworth Publishing Company, 1999, pp.54 - 66.

## FOR MORE INFORMATION CONTACT:

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# Pathways to College Success



# TIME MANAGEMENT



## TIME (SELF) MANAGEMENT

"Time management" can be defined as a person's ability to keep things balanced in their life. It involves the setting of realistic expectations, a willingness to say "no", and a healthy perspective for the short-term horizon. Time management requires both discipline and flexibility. In a nutshell, time management could be described as a person's willingness and ability to prioritize things that are most important to them."

Quoted from About.Com College Life

## BASIC TIME MANAGEMENT TIPS

- ◆ **Use time effectively** - Know what needs to be done by creating goals, the activities needed to meet the goals, and what the priorities are. Then know when to do it by estimating the amount of time it will take, use schedules, and be flexible.
- ◆ **Learn to say no** - choose the activities that are the most important to you.
- ◆ **Learn to make use of wait time** - bring flash cards, notes, or books with you to appointments and study while waiting.
- ◆ **Learn to schedule your time** - use a monthly and weekly calendar. Write down all your activities, appointments, classes, study, time, assignments, and fun time. Study time is calculated by how many hours you are in a class times 2 or 3 hours of study. Example: 3 credit hour class x 3 = 9 hours of minimum study for one class. Have a daily "to do" list and prioritize your list.

## PRINCIPLES OF SCHEDULING

- ◆ Prepare for class.
- ◆ Study immediately after class.
- ◆ Study at the same time each day.
- ◆ Plan enough time to study.
- ◆ Study in short increments of time.
- ◆ Prioritize your activities.
- ◆ Study during prime times for you.
- ◆ Have flex time.
- ◆ Analyze your use of time.

## STEPS IN SETTING PRIORITIES

- ◆ Make your to-do list either at night or first thing in the morning. Estimate how long each task will take and determine importance of each task. Do the most important task first.
- ◆ Follow your list. Make sure the most important tasks are completed.
- ◆ In the evening, check your list and see what was completed and what still needs to be done. The tasks not completed need to be the priority of the next day.

## OVERCOMING PROCRASTINATION

- ◆ Decide on a time management system and use it for one month.
- ◆ Set deadlines and put them on your calendar.
- ◆ Be organized.
- ◆ Use the services on campus such as math and English labs, library, etc.
- ◆ Make a game of it.
- ◆ Divide large tasks into smaller ones.
- ◆ Have an accountability partner.
- ◆ Reward yourself for completing the task.

## ADDITIONAL INFORMATION FOR STUDENTS WITH A PARTNER AND/OR CHILDREN

- ◆ Communication with your partner is very important. Talk with your partner about your schedule. Plan ahead so that schedules can work together and not conflict each other.
- ◆ Try to build study time into the time you spend on campus. Studying on campus is more effective and allows you to utilize the services on campus. Come early or stay after your classes and get most of your work done on campus.
- ◆ Make a home schedule that includes study time. Help family understand that this is your time.

