

# Super Charge Your Education!

## HOW TO MANAGE YOUR TIME

### How much time do I need for a full course load?

College is a full-time job. Unlike high school, most of the work is done outside class. Plan to spend the recommended 2 hours studying for every 1 hour you are in class. That means 24 hours of study for a 12-hour class load, or 30 hours of study for a 15-hour class load. This is the time commitment for Cs. If you want As and Bs, you will need to spend even more time studying.

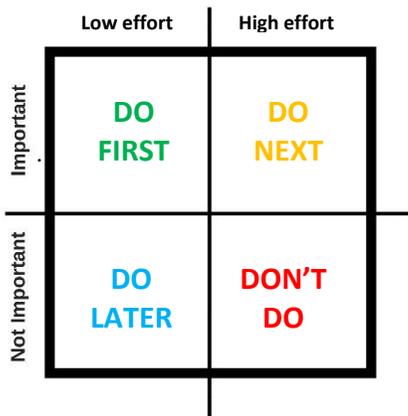
### How do I make sure I have enough time?

1. First, get a realistic idea of the amount of time you have in your schedule. Use the chart to the right to figure that out.
2. Next, identify gaps in your schedule where you can do most of your studying. Use gaps between classes, time in the morning or early evening, and weekend time. If you have long stretches of time, build in short breaks.
3. Block off those times and make them regular study times, part of your schedule like work and classes. Remember to study at least 24 hours a week for a 12-hour class schedule, or roughly 3.5 hours a day (including weekends).

WE ALL START WITH...	168 HOURS	(EXAMPLE)
CLASSES: Number of hours of classes?		15
<b>SUBTOTAL:</b>		153
STUDY: Number of credits x 2?		15 x 2 = 30
<b>SUBTOTAL:</b>		123
EAT: Number of hours per day x 7?		3 x 7 = 21
<b>SUBTOTAL:</b>		102
WORK: Number of hours per week?		20
<b>SUBTOTAL:</b>		82
GROOM: Number of hours per day x 7?		1 x 7 = 7
<b>SUBTOTAL:</b>		75
EXERCISE: Number of hours per week?		3
<b>SUBTOTAL:</b>		72
SLEEP: Number of hours per night x 7?		7 x 7 = 49
<b>SUBTOTAL:</b>		23
OTHER (Netflix, etc.) : Number of hours per week?		5
<b>TIME REMAINING FOR FLEXIBLE SCHEDULING:</b>		18

### How do I balance school and sports or a job?

**Prioritize.** Don't spend your energy on things that aren't worth it. Use the priority matrix below to figure out what is worth it.



Take advantage of **small pockets of time**. If you have 30 minutes between classes, stay in the empty room after class and start the homework. If you have to wait in line, take one of your textbooks. You will be surprised how much you can get done!

Create a daily **TO-DO list** to keep up with deadlines and build momentum.

Leave reasonable (not excessive) time in your schedule for **relaxation**. This will keep up your motivation and prevent burnout. And don't give up **sleep**. It is essential to health and mental acuity.



The best thing you can do is listen to yourself.

Are you becoming increasingly frustrated while working on what should be an easy task?

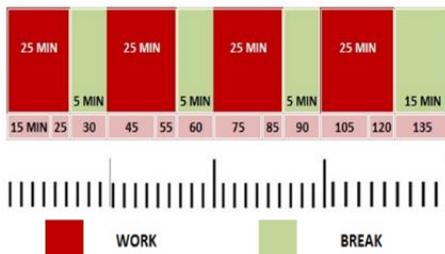
That's a good indicator

that you should take a break, maybe eat a snack, and come back to the task when you're feeling more refreshed.

--Senior education major & ARC writing tutor

### How do I keep focused and motivated?

#### POMODORO CYCLE FOR 2 HR'S OF DEEP WORK



It is one thing to set aside 24 hours of weekly study time, but it is another thing to actually meet that study goal. To make sure you stay focused on the task at hand, try the **Pomodoro Technique** (<https://www.youtube.com/watch?v=H0k0TQfZGSc>).

Studying in a group, building in rewards for yourself, and breaking longer tasks into shorter ones are all ways you can motivate yourself.