

# Student Success Guides: Time Management

# SAINT JOSEPH'S ONLINE



Use this Student Success Guide to develop better time management skills.

Scheduling and managing time wisely are important for all of us, especially for students. If you miss important deadlines you will make your academic and personal life difficult. The lack of time management can cause anxiety, frustration, guilt, and can have other negative repercussions. In order to better manage your time, it is necessary to see where you spend your time on a daily basis. Complete this chart to see where your time is spent on a weekly basis.

School	
Time spent studying	_____
Time spent on projects	_____
Work	
Time spent traveling to work	_____
Total hours spent working each week	_____
Family and Friends	
Time spent with family/child care	_____
Time spent dating or with friends	_____
Personal Care	
Sleeping	_____
Eating	_____
Exercising/hobbies	_____
Chores/personal business/errands	_____
Spiritual life	_____
Total hours	_____

Now ask yourself the following questions:

1. Have I allowed enough time to do all of the things that I want/need to do? (Subtract your total from 168, the total number of hours in a week.)
2. Have I allowed enough time for studying? You should schedule at least 2-4 hours of study for every credit of your course, so a 3 credit course should have a minimum of 6 hours of weekly study.
3. What can I do to alter my schedule so that there will be enough time for everything?

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## Setting Goals

Sometimes people procrastinate because their goals are not in line with their intentions. In order to understand why you may procrastinate, it is important for you to become aware of what is important to you and to determine what your goals are. Take the time to write or list your study goals. They should be specific enough to describe what it is that you wish to accomplish. They should be described in terms that can be clearly evaluated. They should take energy and discipline to accomplish. They need to be realistic so you must know exactly what you are capable of achieving. You must then list a target date or time for completion. Doing this will help you along the road to greater academic achievement.

## Helpful Hints to Time Management

1. Concentrate on one thing at a time.
2. Study difficult subjects first.
3. Plan your day in advance and set priorities; make a daily list.
4. Keep a calendar with you to jot down things you have to do, especially those with deadlines.
5. Reward yourself when you get things done as you had planned, especially the important or difficult things.
6. Set deadlines for yourself.
7. Set limits for every task you undertake.
8. Develop the habit of finishing what you start so that you do not jump from one task to another leaving unfinished work behind.
9. Stop regretting failures and start learning from your mistakes.
10. There is always time for the important things; if it is important to you, you will make time for it.
11. Set realistic goals for yourself.
12. Examine and revise your goals on a periodic basis.

## Procrastination

Everyone procrastinates to some degree. Problems arise when this becomes chronic and prevents you from achieving your goals. To determine if procrastination is a problem for you, check these warning signs.

Warning signs for procrastination:

I usually find reasons for not acting immediately on a difficult assignment.

I know what I have to do but frequently do something else.

I take my assignments with me to various places but do not work on them.

I work best at the last minute, under pressure.

There are too many interruptions that interfere with my accomplishing a goal.

I avoid honest answers when pressed for an unpleasant decision.

I take half measures that will delay or avoid difficult actions.

I have been too tired, nervous, or upset to complete the task that faces me.

I clean and organize my space before starting a difficult task.

I find myself waiting for inspiration before starting to study.

Now how do you overcome procrastination? The best means is to get motivated and inspired, set realistic goals, and meet them daily.

Check out more tips in the GPS Student Orientation

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