

STUDENT SUPPORT SERVICES

SIMPSON COLLEGE

Time Management Worksheet:

Managing your time really means becoming more aware of the tasks you want to complete and the available time you have to complete them. In a way, it's similar to managing your money. You have a finite amount of time and you set guidelines, limits, even certain rules, that will help you make the best use of it.

Below you'll find a list of items you should definitely incorporate into your time management "budget."

- Your class schedule
- Your work schedule
- Study time
 - For each of your classes
 - For different study tasks: reading, reviewing notes, preparing for tests, writing, group study, etc.
- Other "fixed" commitments: internships, volunteering, student organization meetings, practice, rehearsal, etc.

Next, you'll find other items that perhaps you've never thought to track or schedule. Each of us prioritizes these items differently, but they all compete for our time. Assigning specific times to specific tasks helps us avoid the usual dilemmas, "Should I take a nap or begin researching possible topics for my history paper?" What a tough decision!

- Eating
 - Breakfast, lunch, and dinner (yes, schedule each meal!)
- Sleeping: if you don't get enough, you'll suffer the consequences (schedule naps if necessary!)
- Socializing
 - Hanging out with friends
 - Attending events (SSS workshops or cultural events are always a good choice 😊)
- Recreation
 - video games
 - online social media
 - TV shows/movies
 - Shopping
 - Exercise/sports

The point of this worksheet is to help you be more INTENTIONAL about how you spend your time. There is no point in building a schedule that is unrealistic about your habits and your needs, but accounting for your individual time-expenditures, whatever they are, is the best way to foster good and lasting time management habits. You can also challenge yourself by committing to spend a certain amount of time doing "X", which is exactly how time management can become an active strategy for self-improvement and growth.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							

