

**Weekly Time Management and Sanity Maintenance Sheet**

|                 | <b>M</b> | <b>T</b> | <b>W</b> | <b>R</b> | <b>F</b> | <b>SAT</b> | <b>SUN</b> |
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**See other side**

## TIPS FOR MANAGING YOUR TIME AND MAINTAINING YOUR SANITY

### Plan Your Semester

- 1) Get a daily planner. Then, after the first week of class each semester, copy into your planner every single due date, reading assignment, exam date—*every date* from each syllabus for the entire semester.
- 2) One advantage to doing the above is that once you have a clear idea of when your heaviest weeks will be, you can estimate and reserve an appropriate and realistic amount of time to complete papers and projects on time, and with much less stress and anxiety.

### Plan Your Week

- 1) At the beginning of every semester, use the other side of this sheet to create a master weekly schedule of everything you do consistently that takes up time. Block off time for laundry, showers/personal hygiene, sleeping and eating, all required school activities, work and extracurricular activities—*everything!*
- 2) Next, plan a flexible but consistent study schedule and block off those times, indicating the subject you intend to study during each period. (**Hint:** All those blank spaces between classes are not exactly "free time," as they are commonly referred to. Instead, they are prime study/homework time. Doing more of your work during the day leaves more time for relaxing in the evenings.)
- 3) Leave some slots open to fit in activities as needed, but remember that students enrolled in 15 credit hours are expected to spend 30 hours studying each week outside of the class (i.e., about 45 hours each week all together on academics).
- 4) Build in downtime too. If something fun comes up and you have nothing academic that can't wait a while, then you could swap some study time for downtime. The key word is "swap." You're not skipping study time; you're switching a study slot with a downtime slot.
- 5) You may have more downtime on weekends, but truly successful college students usually utilize part of the weekends for studying.
- 6) **Note:** One week=168 hours. So, for instance, if you spend 45 hrs attending class/studying, 50 hrs sleeping, 5 hrs on community service/student organization involvement, 20 hrs on meals, laundry, etc., you still have 48 hrs left over each week. Even if you have a job, this schedule would leave you with downtime each week. 168 hours is plenty of time to fulfill the academic commitment you've made while still leaving time for a life outside of academics. A full schedule is what makes college exciting and fulfilling, and prepares you for life after college.
- 7) Your academic advisor has lots of personal experience with time management, and can help you plan yours—just ask!

### Study Tips

- Many students experience personal difficulties (e.g., loneliness, depression, substance abuse, family problems, boyfriend/girlfriend problems). HELP IS AVAILABLE. Ask your advisor! He or she can direct you to confidential resources.
- Attend each class every day unless something truly catastrophic comes up or you're honestly too sick (or too contagious) to make it.
- If you truly must miss class, email your instructor immediately. Be aware of each instructor's attendance policy and touch base with each of them immediately once you are back in action.
- Don't use highlighters; they offer a false sense of studying. Instead, take thorough notes from lectures and reading assignments.
- Review your class notes soon after class and write additional notes to clarify concepts, terms, etc. (It may all seem clear during class, but you'll be glad later that you added more notes.)
- Study two hours per week for each credit hour in which you are enrolled.
- Study in one hour blocks, and take a five or ten minute break each hour. (But don't wander off online, with TV, video games, friends.)
- Find places to study that are quiet and free from distractions. Turn off your cell phone. Close Twitter, Facebook, You Tube, etc. while studying. Be aware that most studying done in dorm rooms is unproductive because there are too many distractions and temptations.
- Form a study group for your classes, especially the tough ones.
- Participate in class! Get to know your professors/AIs.
- Cramming the night before an exam may have worked in high school, but it rarely works in college. Study consistently for each class.
- Complete all daily reading assignments *before* class.
- Get help right away if you're earning less than a "B" in a class. Don't "wait and see how I do on the next exam."
- Most students need extra academic help at some point, and it's common for students to get help throughout their undergrad years. Attend help sessions, visit the Academic Support Centers, meet with instructors. Ask your advisor for help finding resources.
- Attend the Student Academic Center's FREE study/college skills workshops if you need help (e.g., note taking, test anxiety, and so on). Visit <http://sac.indiana.edu/> and select "Programs and Services."
- Also visit <http://healthcenter.indiana.edu/caps.html> and see "Current News" for additional FREE help.
- Make appointments to meet with professors and associate instructors during their office hours. Email them for alternative meeting times if their office hours conflict with your classes.
- Save *all* returned quizzes, exams, papers, other assignments, and learn from them. Make office appointments with instructors to discuss their feedback and ways you might improve.

### More Tips for Success

- Know your associate instructors' and professors' names, and sit in the front of the classroom.
- Keep track of your grades. If you're uncertain where you stand, meet with your instructor.
- Meet with your adviser more than once each semester. Discuss your challenges, problems, successes, and plans for the future.
- Be aware of what constitutes plagiarism (see [www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml)) and other academic misconduct (see <http://dsa.indiana.edu/Code/>).
- Remember: reading is only part of studying. Taking thorough notes, studying, getting extra help, and so on, are critically important.
- Enjoy your time at IU! Take advantage of the amazing opportunities on campus and in the community. Visit <http://events.iu.edu/iub.html> and <http://bloomington.in.gov/> for lists of events and opportunities – many are FREE.
- Visit <http://hpplc.indiana.edu/pd/> for more ways to enhance your experience at IU.