

TIME MANAGEMENT

Planning your week helps you stay on track and avoid last-minute stress. Most of the work in your classes happens outside of class when you are studying, reading, and completing assignments. If you do not plan for that time, things can quickly build up and feel overwhelming. Having a plan helps you use your time more intentionally, stay consistent, and keep up with your coursework.

- List the key tasks you need to complete each day so you have a clear picture of what needs your attention.
- Estimate how long each task might take so you can plan your time realistically instead of assuming everything will get done quickly.
- Block out time for your classes and remember to include study time outside of class. The work does not stop when class ends.
- Prioritize your tasks based on what is most important and what is due soon so you can focus your energy where it matters most.
- Be realistic with yourself. If something takes longer than expected, adjust your schedule. The goal is not perfection. The goal is progress and consistency.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
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11:00 PM							

Most of the work in your classes happens outside of class. A simple way to think about it is this: for every unit of credit, you will likely spend about 2 to 3 hours each week studying, reading, reviewing your notes, and completing assignments.

If you are taking 15 to 16 units, that can add up to about 30 to 40 hours each week focused on school, including your time in class. At that point, being a college student is not something you are doing on the side. It becomes your full-time responsibility.

A lot of students fall behind not because they cannot do the work, but because they are not planning for how much time the work actually takes. When you understand this, it becomes easier to plan your week and stay on track.

- How many hours are you currently spending studying each week?
- Based on your total units this semester, how many hours should you be studying each week?
- What changes can you make to better align your schedule with what your courses require?



Eisenhower Matrix

The Eisenhower Matrix helps you decide what to do now, schedule for later, delegate, or eliminate based on urgency and importance. Which quadrant are you spending most of your time in right now?

	URGENT	NOT URGENT
IMPORTANT	Urgent & Important (Do First) These tasks are due soon or have an immediate impact on your grade. Examples: Assignment due tomorrow, quiz or exam.	Not Urgent & Important (Schedule It) These tasks are important, but you still have time to work on them. Starting early will help you stay ahead. Examples: Studying for next week's exam, working on a paper, or project.
NOT IMPORTANT	Urgent & Not Important These tasks need to get done, but they are not your top academic priorities. Keep them short so they don't take time away from more important work. Examples: Quick emails, small tasks, and errands	Not Urgent & Not Important (Reduce or Eliminate) These activities can take time away from what you actually need to focus on. Being aware of them can help you stay more intentional with your time. Examples: Distractions, time spent avoiding getting started