

## Upgrade Program- San Antonio Education Partnership

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<b>Name of Key Area</b>	College Transition
<b>Title</b>	Time Management
<b>Goal</b>	The goal of this informational guide is to inform individuals of time management techniques.
<b>Advisor &amp; Date</b>	Elizabeth Velarde, Spring 2019

Going to school requires a great deal of time and dedication. Managing your time to include your responsibilities, classes, and study time will allow you to be the most efficient. There are several tools you can use to schedule your day. Try different things and use the method that works best for you.

Regardless of which method you choose, make sure to note everything, including time for studying and breaks.

Think about the following things you will want to include on your time management tool:

- School schedule
- Studying time
- Important dates (exams, holidays, etc.)
- Work schedule
- Family responsibilities (children's schedule, events, etc.)

The following are some examples of tools you can use to manage your time.

### Planner/Agenda

Planners can be found in a variety of places. You can choose your size, style, and color. Planners will have calendars pre-filled. You can choose monthly, weekly, or daily layouts. You can also print templates, based on your needs, from the internet and compile them in a binder.



Oklahoma State University. (n.d.).



House of Doolittle. (n.d.).

## Time Management Grid

Time grids allow you to map out your day, including your scheduled classes, study time, and breaks. You can find templates online or create one yourself in Excel.

Time Management Worksheet

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

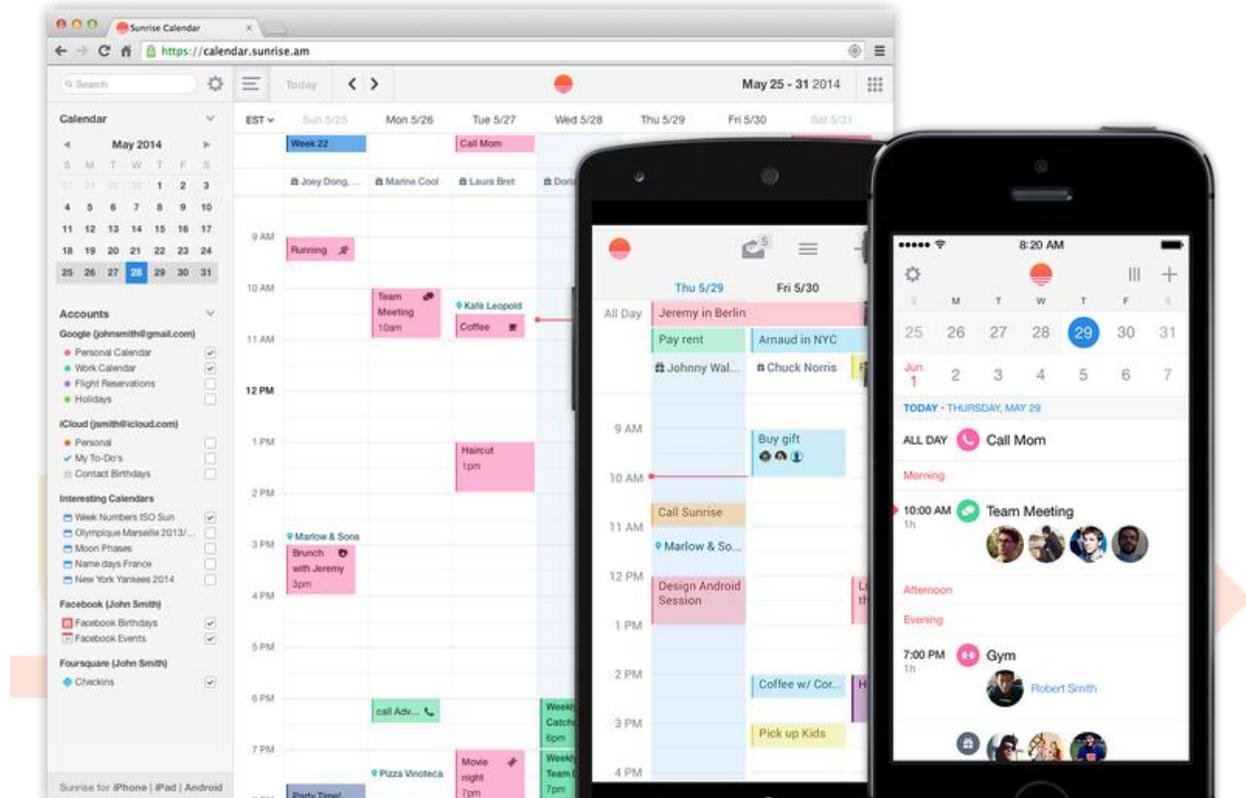
University of the Pacific (n.d.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30am							
8:00am							
8:30am							
9:00am	Class		Class		Class		
9:30am	Class		Class		Class		
10:00am							
10:30am							Church and Family time
11:00am					English Paper		
11:30am	Psych HW		Psych HW		English Paper		
12:00pm	Psych HW	Work	Psych HW	Work	English Paper	Work	Reading
12:30pm	Psych HW		Psych HW		English Paper		Reading
1:00pm					English Paper		Reading
1:30pm							Reading
2:00pm	Class		Class		Class		
2:30pm							
3:00pm							
3:30pm	Bio Study Group		Study Bio		Reading		Volunteer
4:00pm	Bio Study Group		Study Bio		Reading		
4:30pm	Bio Study Group		Study Bio		Reading		
5:00pm	Bio Study Group		Study Bio		Reading		
5:30pm							
6:00pm						Movie night with Jake	
6:30pm	Gym	Class	Gym	Class	Gym		
7:00pm							Reading
7:30pm							Reading
8:00pm			Free time!		Free time!		Free time!
8:30pm	Reading	Study Bio	Free time!	Study Bio	Free time!		Free time!
9:00pm	Reading	Study Bio	Free time!	Study Bio	Free time!		
9:30pm	Reading		Free time!	Study Bio	Free time!		
10:00pm							
10:30pm	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

Sacramento State (n.d.)

## Electronic Devices/Apps

Your phone/tablet/laptop can be a useful tool for planning your time. You can set reminders and schedule classes, studying, and leisure time. These calendars can be synced across your devices as well so that you always have access to your most updated schedule. There are also many apps available that are focused solely on helping you with time management.



Macworld (n.d.)

Adapted from:

- House of Doolittle. (n.d.). Academic Planner with Vibrant Vinyl Cover, Purple 5 x 8. Retrieved from <https://www.dolphinblue.com/house-of-doolittle-hod274rtg29-academic-planner-with-vibrant-vinyl-cover-purple-5-x-8/>
- Macworld. (n.d.). [Google calendar use among devices]. Retrieved from <https://www.macworld.com/article/2366980/sunrise-for-ios-and-android-is-the-ultimate-google-calendar-companion.html>
- Oklahoma State University. (n.d.). At-A-Glance Classic Monthly Academic Planner. Retrieved from <https://www.shopokstate.com/p-4412-at-a-glance-classic-monthly-academic-planner.aspx>
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- University of the Pacific. (n.d.). Resources for Students. Retrieved from <https://www.pacific.edu/academics/student-success-resources/student-success-coaches/resources-for-students.html>