

Managing Your Time

- There are only so many hours in a day, a week, and a term. You cannot change the number of hours, but you can decide how to best use them. To be successful in school, you must carefully manage your study time. Here is a strategy for doing this.

- **Prepare a Term Calendar**

- At the beginning of a term, prepare a Term Calendar. Update it as the term goes on. Here is what to do to prepare a Term Calendar.

- Record your school assignments with their due dates and your scheduled tests.

- Record your planned school activities.

- Record your known out-of-school activities.

- **Prepare a Weekly Schedule**

- Each Sunday before a school week, prepare a Weekly Schedule. Update it as the week goes on.

- Here is what to do to prepare a Weekly Schedule:

→ Record your daily classes.

→ Enter things to be done for the coming week from your Term Calendar.

→ Review your class notes from the previous week to see if you need to add any school activities.

→ Add any out-of-school activities in which you will be involved during the week.

→ Be sure to include times for completing assignments, working on projects, and studying for tests. These times may be during the school day, right after school, evenings, and weekends.

- **Prepare a Daily Organizer**

- Each evening before a school day, prepare a Daily Organizer for the next day. Place a \checkmark next to each thing to do as you accomplish it.

- Here is what to do to prepare a Daily Organizer:

→ Enter the things to do for the coming day from your Weekly Schedule.

→ Enter the things that still need to be accomplished from your Daily Organizer from the previous day.

→ Review your class notes for the day just completed to see if you need to add any school activities.

→ Add any out-of-school activities in which you will be involved the next day.

→ Your Weekly Schedule should have more detail than your Term Calendar.

→ Your Daily Organizer should have more detail than your Weekly Schedule.

Using a Term Calendar, a Weekly Schedule, and a Daily Organizer will help you make the best use of your time.