

Managing your Time in College and Beyond

College is a time for self-discovery through new experiences, yet many students struggle with managing all of their activities. Whether you were a time management expert in high school or someone who didn't put much thought into scheduling, college requires a high level of dedication towards time management.

From participating in club activities to hanging out with friends and managing new classes, you may feel overwhelmed by the plethora of things on your plate. You may ask yourself, "Do I really have time for this club? Do I have time to take all of these classes?" Yes! If you plan out your schedule in advance, you will be able to join that club you really wanted to or take that Texercise class with your friends. By spending a few minutes planning out your weekly schedule, you can easily manage your time in college. In the future, you will no doubt find occasions to apply these time management skills.

To complete this Skill Module, you must do the following:

1. Read and follow the directions in the "Be Strategic with Your Time" handout posted on the UT Sanger Learning and Career Center website:

<http://www.lifelearning.utexas.edu/handouts/be%20strategic%20with%20your%20time.pdf>

You will be recording how you spend your time over the course of a week. At the end of the week, tally how much time you spent in the categories of class, studying, eating, sleeping, recreation/social, working, and other.

2. Taking what you learned from this handout, figure out how you can better apply your time. Practice scheduling in your activities for the next week.

SLCC tips for planning your week:

1. Record activities that will remain the same for each week (ex. classes)
 2. Schedule in meetings, class assignments, etc.
 3. Reserve blocks of time for studying or reviewing concepts
 4. Find out how long you are able to concentrate and add in short breaks
 5. Leave space for spontaneity and the unexpected
3. Write a 250-500 word review of the experience, discussing the adjustments you made after observing how you spent your time. Include what you learned from this activity and what you discovered about your own time management skills.