



The Betty East Tutoring Center at Victoria College

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Accomplishing Goals with Time Management

It is possible to maintain friendships and hobbies while achieving your goals at school with proper time management. Everyone finds a way to manage their time differently, but these tips are a good place to start.

List Goals:

Five Short Term Goals:

List five goals to accomplish this semester. At least three of these goals should be school related.

Three Long Term Goals:

List three goals to accomplish over the next year.

One Life Goal:

List one thing you want to accomplish in life. Focus on your education, career, and happiness and tie it all into one sentence. Be sure your short term and long term goals all work toward this life goal.

Determine How You Spend Time:

Column I: List the amount of time you spend in weekly activities in hours		Column II: Multiply your recurring daily activities by 5 (weekdays) or seven (weekly) to estimate the number of hours you engage in these recurring activities in a week.	
Class time		Commuting/travel time (X5)	
Study time		Meal preparation/eating (X7)	
Employment/internship		Personal care (X7)	
Volunteer activities		Sleep (X7)	
Exercise			
Regularly scheduled functions (clubs, church, etc.)			
Socializing with friends			
Chores and errands			
Other			
Total A:		Total B:	
Total A + B = Total C			

There are 168 hours in a week. $(168 - \text{Total C}) = \text{Uncommitted Hours}$

Evaluate Time Management:

How much time have you set aside to meet your goals? Does this time reflect the priority of those goals?
 Can your uncommitted hours from the equation be rearranged to meet your priorities?

Make a Schedule:

Semester Calendar:

Pick up a copy of VC's semester calendar and write down dates for exams and projects from your class' syllabi. Then add it dates for holidays, breaks, and other fun events. Post this schedule where you study so you always see it. Chart your progress and mark off events as they pass, and assignments as you complete them early. This is a wide view calendar, don't include too much detail.

Projected Weekly Schedule:

Fill in all on-going activities such as classes, study times, appointments, work, and social events. This is a detailed view; plan your activities in blocks of hours throughout the week.

Actual Weekly Schedule:

Modify and detail the Projected Weekly Schedule. Evaluate your time usage and modify it to meet your priorities. Can you identify areas when you can use your time more efficiently?

Daily To Do List:

Complete the list the night before or first thing each morning. Include things you will accomplish that day. Include assignments, appointments, and errands. Check off items as you go to give yourself a sense of completion.

Written plans make responsibilities seem more manageable and less overwhelming. Scheduled tasks are more likely to be completed. You will avoid the need for last minute cramming before tests and may even get ahead in your classes.