

Accomplishing Goals with Time Management

It is possible to schedule a set of goals for school and still have time for family and friends, with proper time management. Everyone finds ways to manage his or her time differently, but these tips are a good place to start.

List Different Goals: This process helps to set priorities and visualize the future.

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. At least one of these should be career-related.

One Life Goal:

List one thing to accomplish in life. This will focus on education leading to a career that will bring satisfaction. This will take the short term and long term goals that work toward this life goal.

Determine How You Spend Time: This process helps to schedule the most important activities and balance them with daily living. It is best to allow some relaxation into every day for good physical and mental health.

Column I: List the amount of time for weekly activities in hours	Column II: Multiply recurring daily activities by 5 or 7 (depending on the days needed) to estimate the number of hours for recurring activities in a week.
Class time	Commuting/travel time
Study time	Meal preparation/eating (X7)
Employment/internship	Personal care (X7)
Volunteer activities	Sleep (X7)
Family Time (this depends on family size and responsibilities) Remember to delegate duties when possible	Exercise (X7) can include going to the gym or just taking a walk, but it is essential to plan physical activities for good health
Regularly scheduled functions (clubs, church, etc.)	Personal time for relaxation or meditation (X7) - also important for good health
Activities that vary from day to day, but must be done weekly (house cleaning, paying bills, laundry, etc.)	
Errands (grocery shopping, driving kids, appointments, etc.)	
Socializing with friends	
Total A:	Total B:
Total A + B = Total C There are 168 hours in a week. (168 - Total C) = Uncommitted Hours	

Evaluating Time Management:

How much time should one set aside to meet the goals established in the chart above?

This will depend on Totals A and B. If the total of these two columns is more than 168, then a re-evaluation has to be done. Column B is necessary – do not try and cut these hours. Look hard at Column A to see where time is being given to non-essential activities and move more time to school, which is a short term goal on the way to a career. Does this time reflect the priority of the goals set?

Can uncommitted hours from the equation be added to Column A?

Make a Schedule:

Semester Calendar:

A copy of VC's semester calendar and a class syllabus will provide dates for exams and projects. Write these on a planner, either a paper copy or on a computer that will send reminders of events. Then add holidays and school activities outside the classroom, such as special events and club functions. Now add family duties and appointments. Schedule free time **ONLY** when all school and necessary family life functions are listed. Post this schedule where all involved can see it. Marking off events and assignments as completed gives a feeling of accomplishment.

Weekly To-Do List:

Using a weekly calendar, fill in all on-going activities such as classes, study times, appointments, work, and social events each day. This is a detailed view; plan activities in blocks of hours throughout the week. Remember to eat and sleep!

Daily To-Do List:

Start each day by creating a list of all activities that must be done that day. Many necessary items on the list can be done the night before, such as meal planning, packing lunches, or laying out clothes for the next day. Delegate chores to others who can help lighten the load. Include only things to accomplish that day, such as *starting* research on a bigger project. Assigning time to read a certain number of pages or retyping one section of notes is more doable than waiting until the last day and trying to cram it all in at one session. Check off completed items throughout the day for a sense of satisfaction and accomplishment.

Written plans, scheduled into daily, weekly, and semester calendars, make responsibilities seem more manageable and less overwhelming. Scheduled tasks are more likely to be completed from a list. This plan will avoid the need for last minute cramming before tests and help in case an emergency comes up that destroys the best laid schedule. Being on time and prepared is a life skill that can carry over into that career goal.