**Time Management: 4 Tier Approach**

**This should be done EVERYDAY!!! Either plan your day right before you go to bed, or on the bus, or while you eat breakfast**

|  |  |
| --- | --- |
| 6am | Wake up & get ready, pack lunch and pack back pack, grab homework |
| 7am | Travel to school |
| 8am | Class: Accounting- Assignment due |
| 9am | Class: Pharmacy- Bring slides |
| 10am | Study: Accounting Ch. 1 Read and take notes |
| 11am | Study: Accounting Review Ch. 1 |
| 12pm | Lunch & Friends |
| 1pm | Study: Pharmacy- Homework Assignment |
| 2pm | Study: Pharmacy- Practice Ch. 5 |
| 3pm | Class: Psychology |
| 4pm | Class: Music |
| 5pm | Travel Home |
| 6pm | Dinner: Lamb and Green Beans |
| 7pm | Chores: Vacuum carpet and clean bathroom  |
| 8pm | TV: Greys Anatomy  |
| 9pm | TV: Whatever looks good |
| 10pm | Study: Psychology: Practice Ch. 3-6 Terms. Want to know 1/5 of them |
| 11pm | Study: Music: Read Ch. 2 |
| 12am | Sleep |

Step 1 : Daily Schedule. RECORD EVERYTHING

|  |  |
| --- | --- |
| 6am | Wake up & get ready |
| 7am | Travel to school |
| 8am | Class |
| 9am | Class |
| 10am | Study |
| 11am | Study |
| 12pm | Lunch & Friends |
| 1pm | Study |
| pm | Study |
| 3pm | Class |
| 4pm | Class |
| 5pm | Travel Home |
| 6pm | Dinner |
| 7pm | Chores |
| 8pm | TV |
| 9pm | TV |
| 10pm | Study |
| 11pm | Study |
| 12am | Sleep |

**The schedule on the left has very little detail. When you only write “STUDY” or “CHORES” it is not very easy to accomplish all of your goals as you have not defined your goals.**

 This schedule has 12 hours of changeable time

*Times highlighted in GREEN are changeable. You decide when to do this*

*Times highlighted in Red are fixed. You can’t change this event*

*Looking at your schedule add up how much changeable time you have*

Step 2: Your Daily To DO list

|  |
| --- |
| Wake up & get ready, pack lunch and pack back pack, grab homework |
| Travel to school |
| Class: Accounting- Assignment due |
| Class: Pharmacy- Bring slides |
| Study: Accounting Ch. 1 Read and take notes |
| Study: Accounting Review Ch. 1 |
| Lunch & Friends |
| Study: Pharmacy- Homework Assignment |
| Study: Pharmacy- Practice Ch. 5 |
| Class: Psychology |
| Class: Music |
| Travel Home |
| Dinner: Lamb and Green Beans |
| Chores: Vacuum carpet and clean bathroom  |
| TV: Grey’s Anatomy  |
| TV: Whatever looks good |
| Study: Psychology: Practice Ch. 3-6 Terms. Want to know 1/5 of them |
| Study: Music: Read Ch. 2 |
| Sleep |

A To DO list is a list of everything that you need and want to do that day. When creating a To DO list try and be as detailed as possible

**TO DO 22/5/15**

* Make my bed
* Brush my teeth
* Study Accounting Ch. 1 Read it all and take notes
* Complete Pharmacy homework
* Turn in Accounting homework
* Make sure homework is in backpack before I leave
* Clean the bathroom
* Vacuum the carpet
* Cook dinner, lamb and green beans
* Study Psychology terms. I want to know 1/5 of the terms by the time I am done
* Study Music Ch. 2 Read and take notes
* Hang out with Friends
* Go shopping for groceries
* Walk the dog

***It’s ok if you do not accomplish everything. Prioritizing what needs to be done allows you the ability to choose what to do and ensures that you are getting things done that need to be. Remember to reward yourself for accomplishing tasks and to forgive yourself for not getting everything done.***

*Ticking items off as you accomplish them is a great way to reward yourself for doing the little things*

Try and estimate how long each task on your To Do list will take. If you have more things you want to do than time you will need to prioritize what is the most important to you. Mark the activities that have to get accomplished that day

**Step 3: Semester Long Schedule**
Just like what you do for your daily schedule you should also be planning your semester. This can help if you put off work because you “have a whole week to get it done”

|  |
| --- |
| **September** |
| 1:Church | 2 | 3 | 4 | 5 | 6:Weekly homework due | 7 |
| 8:Church | 9: Assignment: 5 page paper | 10 | 11:Assignment: Group Work | 12 | 13:Weekly homework due | 14:Birthday |
| 15:Church | 16 | 17:Assignment:Accounting problemsAssignment: Music Original Song  | 18 | 19:Exam: Music 15 minute recital  | 20:Weekly homework due | 21 |
| 22:Church | 23: Exam: Psychology CH 1-10 | 24: Exam: Accounting CH 3-20 Exam: Pharmacy CH 1-5 | 25: | 26 | 27:Weekly homework due | 28 |
| 29:Church | 30 | Notice the first week? There is a lot of free days without anything due. That week has plenty of time to get work done. You can get ahead of what is coming up. In fact you can take your birthday off if you get enough done! |  |  |  |  |

***Now when you make your daily schedule you can prioritize work knowing what will be due soon.***

**Step 4: Week/Semester Long To Do List**This is used for the large assignments and exams that have too much work to do in one day.

**Break down the big tasks into smaller bite size pieces. Include dates of when each piece needs to be done by.** bbb

**Psyc Exam To DO:**

* Read all chapters
	+ CH. 1-15
	+ 2 chapters a week
* Write notes
	+ Keep them short
	+ Write as ch. are read
* Go over learning outcomes
* Talk to professor about what is most important to know
* Review the hardest stuff everyday
* Colour code terms
* Practice with classmates
* Read glossary terms

Include all tasks that must get done for effective studying. No matter how small or irrelevant



**TO DO:**

Thesis

* Research
	+ Analyse research
		- By April
* Create outline
* Write Abstract
* Write Literature Review
	+ Find 30 journal articles by May
* Write Methods
	+ By mid may
* Write Results (May 20)
* Write Discussion (June)
* Write Abstract (June 9)
* Proof Read (June 20)
* Final review (June 23)

**Putting it into practice**

***Let’s Recap.***

***Take your daily tasks and to do list***

***+ (Add)***

***Your large projects that will take time***

 ***-(Minus)***

***The not so critical tasks***

***=***

***A prioritized daily schedule***

|  |
| --- |
| Wake up & get ready, pack lunch and pack back pack, grab homework |
| Travel to school |
| Class: Accounting- Assignment due |
| Class: Pharmacy- Bring slides |
| Study: Accounting Ch. 1 Read and take notes |
| Study: Accounting Review Ch. 1 |
| Lunch & Friends |
| Study: Pharmacy- Homework Assignment |
| Study: Pharmacy- Practice Ch. 5 |
| Class: Psychology |
| Class: Music |
| Travel Home |
| Dinner: Lamb and Green Beans |
| Chores: Vacuum carpet and clean bathroom  |
| TV: Grey’s Anatomy  |
| TV: Whatever looks good |
| Study: Psychology: Practice Ch. 3-6 Terms. Want to know 1/5 of them |
| Study: Music: Read Ch. 2 |
| Sleep |

**TO DO 22/5/15**

* Make my bed
* Brush my teeth
* Study Accounting Ch. 1 Read it
* Complete Pharmacy homework
* Turn in Accounting homework
* Make sure homework is in backpack before I leave
* Clean the bathroom
* Vacuum the carpet
* Cook dinner, lamb and green beans
* Study Psychology terms. I want to know 1/5 of the terms by the time I am done
* Study Music Ch. 2 Read and take notes
* Hang out with Friends
* Go shopping for groceries
* Walk the dog
* Term paper: Research for literature review (12/6/15)

**h**

*Not everything on your To Do List may get done.*

*That is ok. Get your priorities done. Notice that the dog did not get walked? That was a priority but it did not get done. Sometimes that happens and it IS OK. Don’t get demotivated when you are unable to get things done. Re-evaluate your daily goals and To Do List. Was is realistic? Were you wasting time? If you were not wasting time and you simply did not have enough time to get it done then you need to rethink your commitments.*

Whatever does not get done just gets rolled over to the next day’s list.

**To Do Tomorrow**

* Make my bed
* Clean the bathroom
* Vacuum the carpet
* Hang out with Friends
* Go shopping for groceries
* Walk the dog
* Term paper: Research for literature review (12/6/15)