



EVALUATION OF TIME USE SUMMARY

University of Minnesota at Duluth:
 2003 – 2006 TRIO Dissemination Partnership -- Southeastern Louisiana University

Directions:

- 1) This is the “intermediate step” in a time management/scheduling plan.
- 2) A typical week in the life of a college student will be defined, for our purposes, as a time-period in which you had control over what you did and when you did it, as opposed to situations where demands were placed on you over which you could exercise little or no control.
- 3) Stop. If you find that the week you charted was not typical, then chart next week.
- 4) Ask yourself what a ideal schedule would look like. Print another copy of the Weekly Schedule and create your ideal schedule.
- 5) To make positive changes in your time management habits, what behavior changes, if any, will you need to make to bring your actual time schedule into agreement with your ideal schedule?

POSSIBLE PROBLEM	POSSIBLE SOLUTIONS
Too much time spent preparing to study and not enough time actually spent studying	1) Determine the time of day when you are most alert and use that time for studying. 2) Set realistic goals for amount of studying to be accomplished per day or week. 3) Have ONE FIXED place for study.
Lack of an adequate study plan	1) Schedule a set number of pages or chapters per study session. 2) Know what you’re responsible for (ask the instructor; study the syllabus)
Difficulty in deciding what to study when	1) Put the most uninteresting and/or difficult subject first on your study schedule. 2) Schedule each of your classes with some study-time-slots during the week. 3) Use times when you are most alert for study.
Having to ask yourself, “What am I learning?”	Study to discover key concepts and main points. The details will only make sense once you have mastered the general ideas.