

Time Management (I)

As the semester goes on, many students begin to feel too busy and overwhelmed with everything that they need to do. This feeling negatively affects learning, so it is important to manage time well.

In this activity you will:

- Make a weekly schedule
- Notice when you can fit in time for independent work
- Make sure you have leisure time

Making a Weekly Schedule

Finding free time to do independent study

- 1) **Complete the weekly schedule planner on the next page with your activities. Fill in all the things you have to do every week. Use the example planner to help you.**

Don't forget to include:

Classes	Meal times	Part time jobs	Travel time
	Exercise time		
Homework time		Club activities	Relaxation time

...and any other things that you have to do every week.

- 2) When you have finished planning, answer these questions:

QUESTION – How many hours a week do you need for independent study?

[] hours a week

QUESTION – Look at your weekly schedule. What are the **best days and times** that you can use for independent study? (Remember that some activities may require use of the SALC or working with friends, so you may have to schedule these during weekdays)

Now, add INDEPENDENT STUDY times your **Weekly Schedule Planner**.

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Remember that **not every week is the same**. Some weeks you will have to do more things than in others, so try to **manage your studies flexibly**.

Please look at the example, and fill in all of your activities.

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WEEKLY SCHEDULE PLANNER FOR _____ (Your Name)

TIME	SUN	MON	TUE	WED	THU	FRI	SAT
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
1:00 AM							

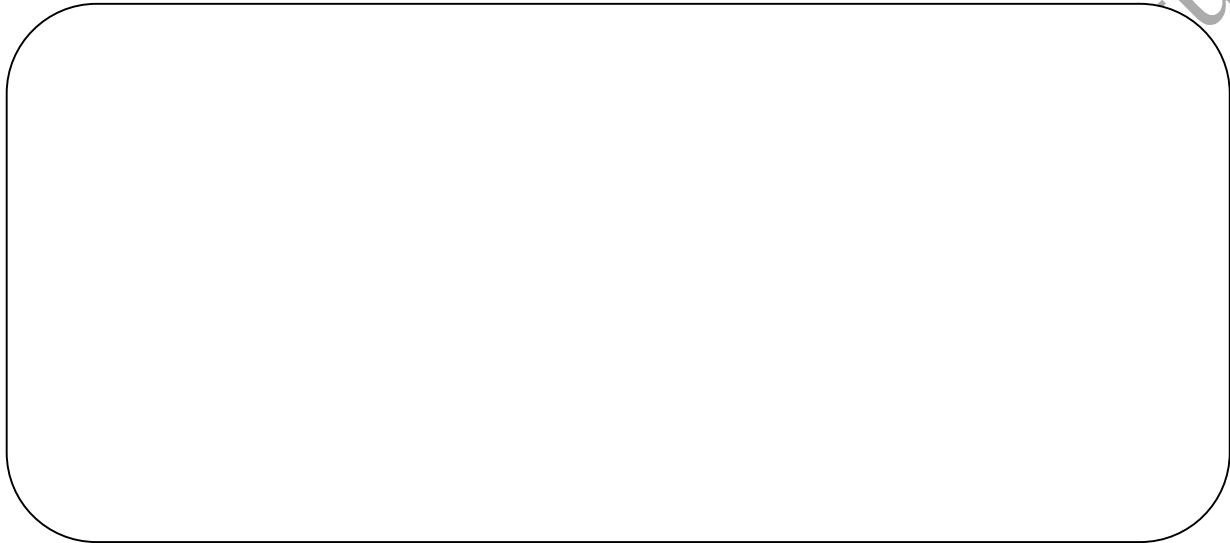
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Weekly Planner (Sample)

TIME	SUN	MON	TUE	WED	THU	FRI	SAT
6:00 AM	S L E E P I N G						
7:00 AM							
8:00 AM		O N				T R A I N	
9:00 AM				T H E			
10:00 AM		CLASS				CLASS	
11:00 AM		CLASS			CLASS		CLASS
12:00 PM							
13:00 pm		L U N C H					
14:00 pm	HANG	CLASS		CLASS		CLUB	PART
15:00 pm	OUT						
16:00 pm	WITH	CLUB	C L A S S			ON THE TRAIN	TIME
17:00 pm	FRIENDS		CLASS		ON THE TRAIN		
18:00 pm							JOB
19:00 pm		ON THE TRAIN				WATCH	
20:00 pm						A	ON THE TRAIN
21:00 pm	H O M E W O R K					MOVIE	
22:00 pm							
23:00 pm							LISTEN TO MUSIC
12:00 AM							
1:00 AM	S L E E P I N G						

Reflection

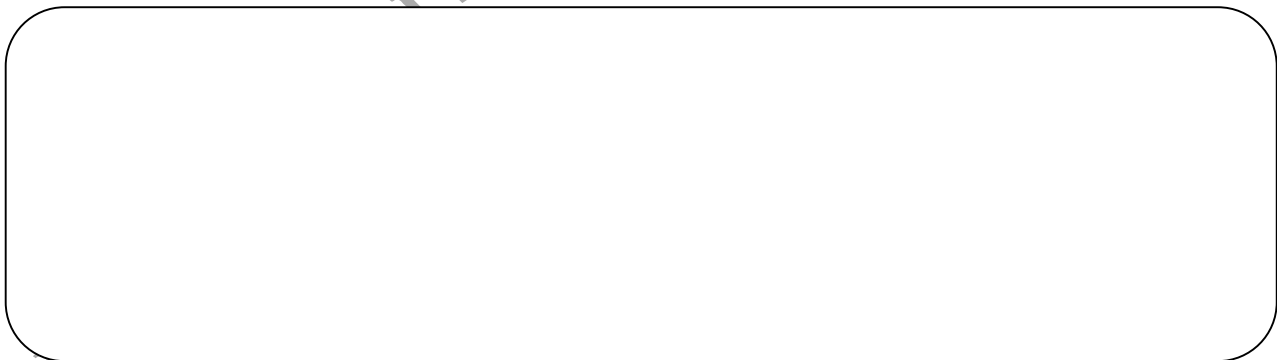
1. **When did you notice about your schedule?**
2. **Do you think you can manage to do independent study each week? Why / Why not?**



Comments from your Learning Advisor

If you are not taking a SALC module, you can still talk to a learning advisor.

Make a reservation here: <http://elisalc.org/advisor>



Write answers to your advisor's questions.

