TIME + MANAGEMENT

Academic Advising Ball State University North Quad 339 (765) 285-1161 www.bsu.edu/advising

Managing Your Time

There are 168 hours in a week. The following table lists a typical week in the life of a college student with average weekly totals. Complete the right column based on your current activities.

ACTIVITY	AVERAGE	YOU
Attending class	15	
Studying – at least 15 hours per week*	15	
Getting a good night's sleep – about 7 hours per night	49	
Taking care of personal needs (eating, showering, etc.) – 3 hours per day	21	
Exercising – 1 hour per day	7	
Attending campus activities / social life – 3 events a week, 4 hours each	12	
Working – most students can handle up to 20 hours per week	20	
TOTAL	139	0.00

Reset

*Students who study 15 or more hours per week are 43% more likely to earn an "A" than students who study less than 15 hours weekly. (Source: Student Monitor LLC Study researching habits of college students, Spring 2005)

If your total is too close to 168, your schedule is too tight and you may not be able to handle unexpected situations that will inevitably come up. Make some adjustments like less social life or fewer work hours (if possible).

Any time that you have left after adding up your activity average hours is your free time. In the example the student has 139 hours taken up. Subtracting 139 from 168 (hours in a week), leaves the student with 29 hours of "free time".

Use the chart on the reverse side to make a weekly plan. Analyze your plan on a regular basis and make changes as necessary. Keep at it and don't give up! Knowing you have a plan will help reduce your stress level.

TIME + MANAGEMENT

Academic Advising Ball State University North Quad 339 (765) 285-1161 www.bsu.edu/advising

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

Clear/Reset Form