

# Time and Task Management

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# Goal

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Set task priorities and manage your time to meet deadlines.

# Objectives

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- Write down all tasks that should be completed daily.
- Schedule your most difficult tasks when you are most alert.
- Allow two hours of study for every one hour of being in class.
  - Example: A 15 credit hour semester would equal 30 hours of studying **WEEKLY**, which is about four hours of studying **DAILY**.

# Application

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- Make a daily schedule that includes seven days (Monday-Sunday, 6 a.m.-midnight)
  - Include the following
    - Wake up and bed times
    - Class times
    - Work schedule
    - Personal time (laundry, exercise, etc.)
- Set study start and stop times on your daily schedule.

# Daily Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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							

# Pointers!

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- List task goals, cross off those goals completed, see your progress!
- Find a study buddy!
- Acquire habits from other successful students on campus!
- Find a mentor!

## For Further Assistance Contact:

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