







# WHERE IS MY TIME GOING?

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STUDENT COUNSELLING AND  
DEVELOPMENT (SCD)

# WHERE IS MY TIME GOING?

Lize van den Bergh



Often, people feel like they don't have any time at all to study or finish assignments. It is thus vital to:

- 1 figure out exactly how much time you do have, and then to
- 2 use that time effectively. If you do not know how much time you have in a day/week/month to study, how would you even try to manage it?
- 3 Another important step is to set goals and to reward yourself for achieving them.



**REWARDS  
HELP KEEP  
US  
MOTIVATED  
DURING  
DIFFICULT  
TIMES.**



Calculate the time you have available in a week. Remember that this is an approximate value; you might have underestimated or overestimated the time it takes to do certain activities. A good idea is to track your activities for a week and then re-calculate.

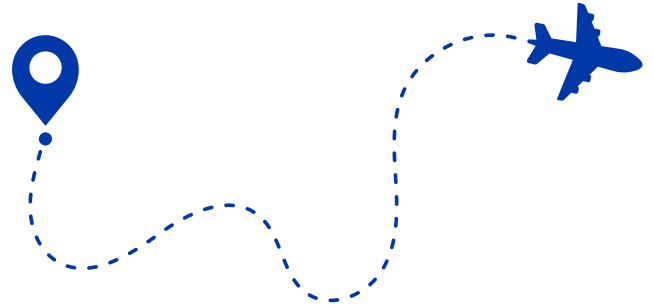
Using a master weekly schedule, plot all your fixed activities into your schedule so that you can visualise where your “study time” is. It might be helpful to colour-code your activities. For example, all your studying time can be in blue, class times in red and socialising in green, etc. Our brains love working with colours and pictures, so use this to your advantage.

STEP 1

STEP 2

*THE BAD NEWS IS,  
TIME FLIES  
THE GOOD NEWS IS,  
YOU ARE THE PILOT.*

Michael Altahuler



## STEP ③

Setting goals and rewards for yourself is another important step in time management. Setting goals helps you determine how to divide the time you have available. For example, Person A wants to improve her marks from 50% to 70% while Person B is very happy with his 50% average. Person A should probably be spending more time studying if she wants to improve her marks. This brings out another important factor in setting goals, which is setting SMART goals.

**Specific**

**Measurable**

**Achievable**

**Relevant**

**Time-bound**





# Where does the time go?

Number of hours of <b>sleep</b> each night	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
Number of hours of <b>grooming</b> per day	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
Number of hours for <b>meals/snacks</b> per day	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
<b>Travel time</b> to and from campus (time X days)	<input checked="" type="checkbox"/>	<input type="radio"/>		=
Number of hours per week for <b>regular activities</b>	<input checked="" type="checkbox"/>	<input type="radio"/>		=
Number of hours of <b>class</b> per week	<input checked="" type="checkbox"/>	<input type="radio"/>		=
Number of hours of <b>work</b> per week	<input checked="" type="checkbox"/>	<input type="radio"/>		=
Number of hours per day <b>socialising</b>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
Number of hours of <b>TV, laptop, social media</b> , etc.	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
Other	<input checked="" type="checkbox"/>	<input type="radio"/>		=

Your total (add all of the above) =

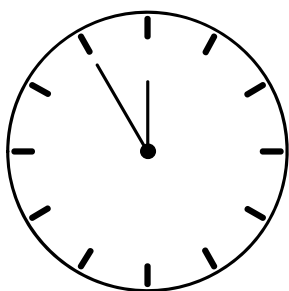
Now you can calculate how many hours you have left:

168 (hours in a week)



(minus)

(Your total)



Estimated time  
left to study  
per week =

Now you can  
manage this time  
more effectively!



# SMART Goal setting



What do you want to achieve?

Make it **SPECIFIC**

How will you  
**MEASURE** your goal?

Is it **ACHIEVABLE**?

YES  NO

Is it **RELEVANT** to you?

YES  NO

By **WHEN** do you want to achieve your goal?

Day  Month  Year

How will you **REWARD**  
yourself for achieving  
the goal?

# MASTER WEEKLY SCHEDULE

Time	MON	TUES	WED	THURS	FRI	SAT	SUN
05:00							
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							
22:00							



# RESOURCES



## APPS

Rescue Time  
Remember the Milk  
Focus Booster  
Pocket  
Focus@Will  
Forest  
Wanderlust  
Timetable  
Unstuck

## CONTACT US AT:

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## WEBSITES

[www.lib.sfu.ca](http://www.lib.sfu.ca)  
[www.studygs.net](http://www.studygs.net)  
[www.mindtools.com](http://www.mindtools.com)  
[www.success.oregonstate.edu](http://www.success.oregonstate.edu)

## BOOKS

“Getting things done: The art of stress-free productivity” by David Allen

“The 7 habits of highly effective people: Powerful lessons in personal change” by Stephen R Covey