



WHERE IS MY TIME GOING?

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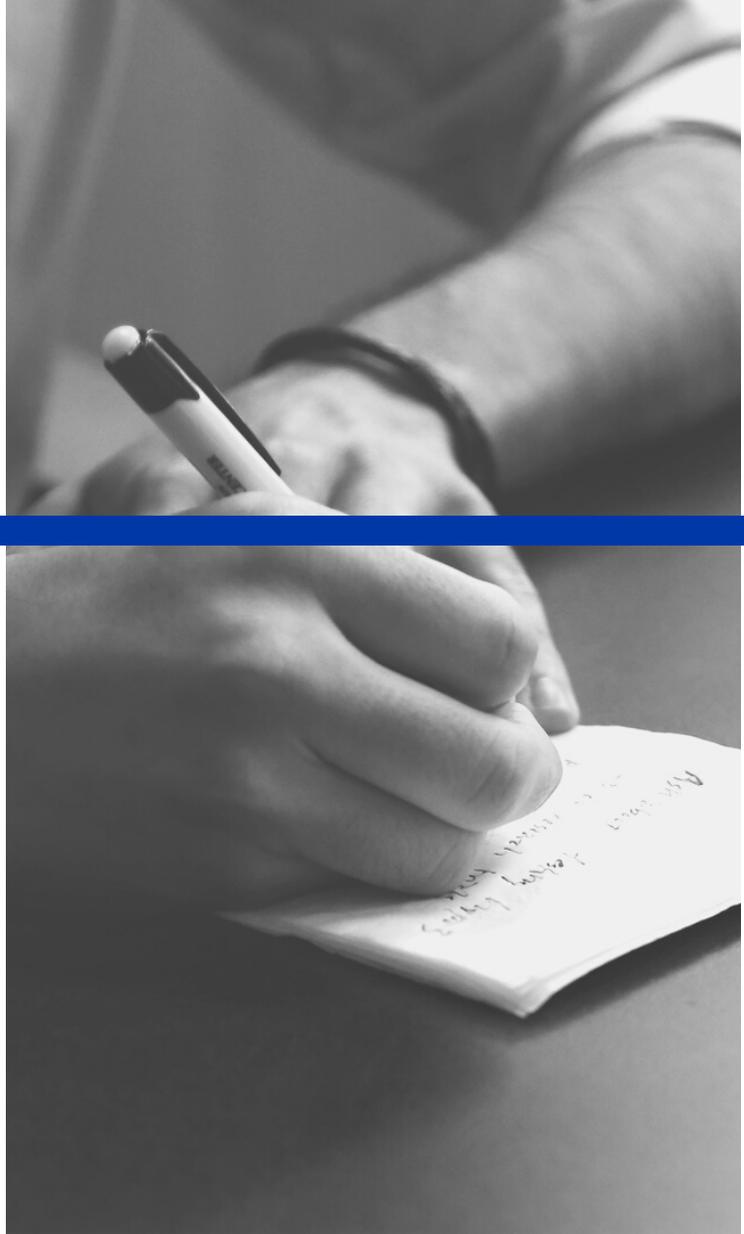
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WHERE IS MY TIME GOING?

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.

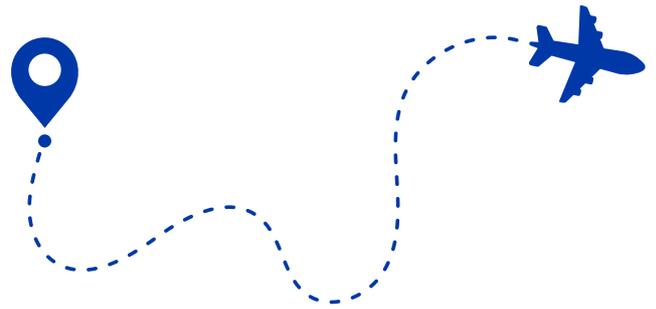
Using a master weekly schedule, plot all your fixed activities into your schedule so that you can visualise where your “study time” is. It might be helpful to colour-code your activities. For example, all your studying time can be in blue, class times in red and socialising in green, etc. Our brains 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 sleep each night	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
Number of hours of grooming per day	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
Number of hours for meals/snacks per day	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
Travel time to and from campus (time X days)	<input checked="" type="checkbox"/>	<input type="radio"/>		=
Number of hours per week for regular activities	<input checked="" type="checkbox"/>	<input type="radio"/>		=
Number of hours of class per week	<input checked="" type="checkbox"/>	<input type="radio"/>		=
Number of hours of work per week	<input checked="" type="checkbox"/>	<input type="radio"/>		=
Number of hours per day socialising	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	7	=
Number of hours of TV, laptop, social media , 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:

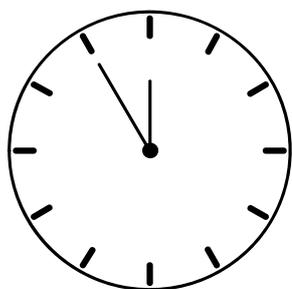
168 (hours in a week)



(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

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WEBSITES

www.lib.sfu.ca
www.studygs.net
www.mindtools.com
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