

Time Management

It is absolutely crucial that you spend time working on your math outside of class hours. The general rule is that you should spend AT LEAST two hours outside of class for every hour that you spend in class. Notice the phrase “at least.” This means that you will likely need to spend more than two hours for every hour you spend in class. Remember that you can break the time up into smaller chunks of time if that works better in your schedule. Deciding how to structure your time so that you have the necessary hours to devote to math can make the difference for you.

“One thing I would have done differently while in this class would have been to change my work schedule, thus giving myself adequate time for studying.”

MARC student

The first step in time management is to identify how your time is being spent right now. Writing this down on paper will help you to know if you are spending enough time studying. It will also help you to identify places where your schedule can change.

Certain commitments, such as a job or time in class, are not flexible. Other commitments or activities are flexible and can be changed in order to accommodate your studies. Once you see how your time is spent you are free to make changes to this schedule. Carving out the right amount of time for studying can be a challenge. It may involve making some sacrifices of leisure activities on certain days.

Often your schedule for a quarter is set and you are unable to make significant changes before the quarter is over. If you find that to be the case, make sure you are very proactive for the next quarter. As you choose your classes and plan out your schedule look at the options you have for planning your time. Fill out the planning grid on the next page. Be sure you have enough time to spend both in class and outside of class for all of the classes you plan to take.



Weekly Planning Grid

On a separate sheet of paper make a list of all of the things that you have to do and things you would like to do. Your list should include time for classes, work, studying, free time, hobbies, relaxing and any family or other commitments.

Next, prioritize your list. After you have prioritized, apply these items to your time grid. Fill in all time commitments: class time, work, travel time, meals. Next fill in your study time. Lastly fill in free time.

Now that you have your time planned, remember to stick to your plan as closely as possible, reward yourself when you do and attend class every day!

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
5:30 am							
6:30 am							
7:30 am							
8:30 am							
9:30 am							
10:30 am							
11:30 am							
12:30 pm							
1:30 pm							
2:30 pm							
3:30 pm							
4:30 pm							
5:30 pm							
6:30 pm							
7:30 pm							
8:30 pm							
9:30 pm							
10:30 pm							