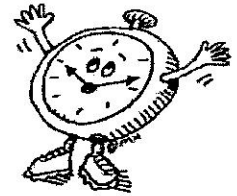


Do You Have Time for Success??



Name: _____

Semester/Year: _____

Did you know??

For every hour you are in lecture you should plan two hours of study time per week.
(Of course, some classes may require more hours of study)

$$\underline{\hspace{2cm}} \quad \mathbf{X \ 2 \ hours \ =} \quad \underline{\hspace{2cm}}$$

Hours of lecture per week HW/Study Hours per week

Use the Time Management grid below and plot out the time you are in class, the time you need to devote to study, the time you are scheduled to be at work and the time you save for yourself.
Remember, it is important that you schedule time for yourself to relax, reflect, recuperate and enjoy life!

TIME MANAGEMENT GRID

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 am							
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							
1:00 am							
2:00 am							
3:00 am							
4:00 am							

Total Hours: **Class Time =** _____ **HW/Study Time =** _____
Work Time = _____ **Other Time =** _____

A Guide to Balancing Work & College

<u>If you work</u>	<u>Take no more than</u>
40 hours per week.....	6 units
30 hours per week.....	9 units
20 hours per week.....	12 units
5 to 15 hours per week.....	14-16 units