<table>
<thead>
<tr>
<th>Time Management Tool</th>
<th>Examples</th>
<th>What You Need and Basic Steps</th>
</tr>
</thead>
</table>
| **1 Semester Plan**  | ![Image](image1.png) | - All course weekly listings and outlines  
- Wall Calendar OR  
- Word Table template  
- In course outlines and location information on when each course component is due and what is the course mark weighting.  
- Document course component and weighting across the 14 week semester.  
- Color-code by course component category.  
- Identify high demand weeks for breaking down tasks into weekly plan.  
**Interactive Semester Plan Tutorial** [www.screencast.com/t/WRtVuy3u9X7y](www.screencast.com/t/WRtVuy3u9X7y) |
| **2 Weekly Plan**    | ![Image](image2.png) | - Paper weekly template or agenda  
- Digital weekly template (Word/Google Calendar)  
- Semester plan and assignment descriptions  
- Create template with hours blocked off for all classes  
- Block off all set personal weekly commitments (i.e. fitness, volunteering, part-time job, worship)  
- Identify ½ hr of review time within 24-36 hours after lecture, per class  
- Identify 1-2 hr(s) blocks dedicated to outside of class learning  
**General Rule: 2 hrs for every 1 hr of in-class learning.**  
- Use template to fill in your breakdown of outside of class learning responsibilities i.e. prior to class preparations, assignments and studying.  
**Weekly Planning Overview** [http://youtube/qIvpwlwYd1c](http://youtube/qIvpwlwYd1c) |
### Daily Tasks

**Priority Listing of Daily Tasks**

A paper or digital checklist of all tasks school and personal that need to be completed within the day. Often these tasks are listed in priority.

<table>
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<tr>
<th><strong>Tasking Options</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper listing</td>
</tr>
<tr>
<td>Digital computer or phone Tasking App</td>
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</table>

- List all of the tasks that you need to complete within the day.
- Break Down Larger task into achievable chunks
- Use Specific, Active Verbs i.e. Draft outline for Paper verses just Paper
- May find it easier to compile separate lists (i.e. personal, study)
- Run through these tasks allocating priority from very urgent to less urgent

**Creating “Doable” Task Lists** [http://youtube/fjiKuoeyPSA](http://youtube/fjiKuoeyPSA)

Carren Tatton, Adapted from: [http://jmu.edu/Learningtoolbox/study.html](http://jmu.edu/Learningtoolbox/study.html)