

How do you use your 1440?

1.) **Take a time audit.** Don't make any changes just yet, but log all activities in a week and take notes. This will give you a baseline and how long it typically takes to complete certain tasks.

2.) **Create a schedule making caring for yourself a priority and using your baseline data to inform.** Challenge yourself! Take an empty weekly calendar noted with 24 hours per day (see flip side). Sleep and meals come first as proper sleep and good nutrition are both contributors to success in the academic arena. After the first three categories have been included, the remaining time allocated to any additional activities is determined by you (e.g., work, if required).

The recommended order for adding time to the blank schedule is:

- 1) Sleep (7-9 hours per night),
- 2) Meals (2-3 hours a day — e.g., 30 minutes each for breakfast and lunch, one hour for dinner),
- 3) Classes & priorities related to course of study (Varies per day — e.g., class time, studying, etc.),
- 4) Everything else.

While this may feel aspirational, give it a go!

4.) **Take notes on how well you're able to stick to the schedule you've created.** Compare how you actually spend your time in a week (keep a time journal perhaps) to the schedule you created using this approach.

5.) **Identify the discrepancies and make a plan for how you might address them.** Be ready for the realization that many people are not terribly efficient with their time and that multi-tasking often leads individual tasks taking longer. Consider what other tools or strategies you can use as you make adjustments to your schedule.

Remember these **time management tips** as you plan and take action on your schedule:

- **Write it down:** Keep a weekly planner to help stay organized and jot down reminders for key items.
- **Make it routine:** Getting into a routine can reduce uncertainty about when and how you will balance your priorities.
- **Set goals:** Be specific, set timeframes, and make them more than just “graduate” or “finish documentary.”
- **Divide up tasks & take action:** Divide up large projects into subprojects. It makes them less intimidating, reduces procrastination, and allows a sense of accomplishment even before the project is complete.
- **Start with what you DON'T like:** If procrastination is a problem, do the most difficult or distasteful task first.
- **Stay organized:** Keep your materials in order so that you know what you need and where to find them.
- **Take it day by day:** Complete at least one task each day, even if that's a small part of a larger project.
- **Pencil in time to worry:** Try not to worry about task B when working on task A. Schedule task B and worry about that task at that time and not before.
- **Power down during study time:** Turn off phones, log off of social media, etc. when you want to focus. Consider adding software or apps that prevent use of select functions when on.

Weekly Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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12:30am							
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