

One-Hour-a-Day Time Management Plan

A common formula for determining how many hours a week that you should study for a college-level class is to multiple 2 or 3 for every hour you are in class. For example, if you attend class three hours a week, then you should be studying 6 to 9 hours each week. If you study just one hour a day each day of the week, you will have studied for 7 hours. If you don't have one whole hour, then you can divide your time into 15-minute or 30-minute increments. Like exercising in 30-minute intervals can still have a positive effect, studying at small segments over time will improve your understanding of the material.

The question sometimes arises as to what you should be doing for those 6-9 hours each week. For one, you will need to read the assigned material *before* class. Another activity that will need to be part of your outside study time is reviewing your notes from class and filling in any gaps in information that you were not able to get down. Working with a classmate can help you add information to your notes that you may not have gotten down during class. Rewriting your notes after the discussion of the chapter or topic is another very important way you can spend an hour for the week. Of course, you will need to budget time for completing assignments, whether they are review questions at the end of a chapter or a research project.

The following plan is for *one* college class. Of course, if you have more than one, you will need to add at least hour each day of the week for each 4-credit-hour class that you are taking.

Day of the Week	Time	Assignment	Completed	
Sunday	3:30-4:30 p.m.	Read Chapter 5 and take notes while reading. Review notes after you have read the chapter once.	Yes	No
Monday	7:00-8:00 p.m.	Review reading notes as well as class notes. Define all vocabulary terms that are key to the chapter and that are unfamiliar to you.	Yes	No
Tuesday	11:15-12:15 p.m.	Answer study questions that accompany the chapter.	Yes	No
Wednesday	8:00-9:00 p.m.	Create sample test questions on flash cards and write the answers on the back.	Yes	No
Thursday	7:00-8:00 p.m.	Complete homework questions for the chapter.	Yes	No
Friday	5:30-6:00 a.m. and 3:30-4:00 p.m.	Review flash cards.	Yes	No
Saturday	3:30-4:30 p.m.	Rewrite your notes from the entire week of class. Include any material that was assigned in the reading but not covered in class.	Yes	No