

## TIME MANAGEMENT FOR INTERIOR DESIGN STUDENTS

Please use the attached chart and information to create a personal schedule for each semester. This should aid you in planning not only school hours but other events that need to be considered when designing a course schedule. When planning your personal schedule please consider **ALL** the time required when taking a class. We can safely say that time management is critical in interior design both during school and in the "real world".

In general the rule of thumb is for each credit hour you spend in class you should be spending 1-2 hrs out of class per week.

i.e.: Eng 121    3 cr hr class    class and study time per week    6-9 hrs

for each studio class you take you should add an extra 1hr study time each week

i.e.: ITMD 121    3 cr hr class    class and study time per week    9-12 hrs.

Some classes have more contact hours than the credit hours for the course

i.e.: DRAF 164    3 cr hr class    contact hours per week 4 hr 30 min

It is the contact hours that should be used for the class and study time per week  
13 hr 30 min minimum should be planned for this course.

## How to Use the Time Management Worksheet

### **PART A: Identify Obligated Time**

1. Fill in all of your classes.
2. Fill in the hours you work.
3. Fill in the time it takes to get ready and travel between home, school, and work.
4. Fill in any other regular appointments (church, transporting children, etc.)
5. Fill in a Lunch and Dinner Break. Include time for food preparation.
6. Establish a set time to go to sleep and get up in the morning.

### **PART B: Identify Free Time**

1. Assign time for studying for each class.
2. Allow 3-4 hours for each hour spent in class per week.
3. Try to study for classes on the days they meet.
4. Use large blocks for major tasks, smaller blocks for reviews.
5. Schedule regular breaks and rewards for completing a task—don't marathon study.
6. Schedule fun events -- recreation, watching television, going out with friends.

### **PART C: Analyze Your Situation**

1. Have you found "hidden time" you didn't know you had?
2. Is there enough time available to study for all your classes?
3. If your schedule cannot accommodate all the demands on your time, see a counselor.
4. If your schedule looks reasonable, then stick to it!

### **If You Need Help Using this Worksheet:**

1. The Academic Achievement Center has completed examples of this worksheet as well as well as books and video tapes that will give you additional information about time management.
2. Ask any ACC instructor for assistance. He or she will be glad to help!

You may also down load the Time Management Worksheet by clicking on the link below.

<http://www.jccc.edu/home/download/6363/timemanagment.pdf>

### Time Management Worksheet

<b>Time</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							