What Do Successful Bay State Students Have?

Good Time Management!

Do you have enough time in your schedule to do all your schoolwork?

Successful students can expect to spend 2–3 hours completing schoolwork outside of class for every 1 hour they spend in class.

To analyze your time, complete a weekly schedule. Record the following:

- Classes you attend and commute time
- Time to complete homework and study for each course
- Work (if your schedule changes every week, enter in a typical schedule) and commute time
- Meals—preparing, eating, cleaning up
- Sleep
- Personal hygiene such as bathing
- Responsibilities such as taking care of loved ones
- Chores such as grocery shopping, doing laundry, and cleaning
- Exercise
- Organized group activities (clubs, religious services, athletic teams, etc.)
- Time you typically spend with friends and family and on other activities like reading, surfing the Internet, and so on

If you do not have enough slots for your schoolwork, you will need to think about what items should be prioritized. You may have to make hard choices, but remember your educational goals.

Visit the Center for Learning & Academic Success (CLAS) in the library for more time management help.