

Setting goals is the first step to managing your time effectively. Once your goals are clear, creating a schedule helps you organize tasks, stay focused, and make steady progress throughout the term.

Long-Term Goals

Things you want to accomplish during the next few years or more.
E.g., earning a bachelor's degree and getting a job in your field



Short-Term Goals

Stepping stones that lead to long-term goals and helps plan what to accomplish in order to reach goals.
E.g., passing your classes with a "B" or better



Immediate Goals

A series of practical, daily actions to achieve short or long-term goals.
E.g., attending classes, completing assignments on time, schedule daily study sessions



Three Ways to Organize Your Time



1

Master Schedule

- Add time-fixed activities – class times, labs, other commitments.
- Include work schedule, commute times, and extracurricular activities.
- Allow time for home chores, sleeping, eating, leisure activities that are flexible.

2

Detailed Weekly Schedule

- Outlines specific times for studying each subject, completing assignments, and fitting in meetings, appointments, and other activities.



3 Assignment-Oriented Weekly Schedule

- This schedule helps you plan study time and track assignment due dates.
- Use a variety of study methods in your routine, and keep your goals realistic and organized for better results.
- For extra support, contact the ASC for handouts and/or an appointment with a study skills tutor.

| MON | TUE | WED | THU | FRI | SAT | SUN |
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Time Management Exercise

1. Record the average hours you spend on daily or weekly activities and identify where time is being wasted.
2. Total your hours to see how much time is available for studying.
3. Compare your planned schedule with actual time spent, and adjust as needed.
4. Consider which parts of your routine are flexible, and keep your goals in mind. If you need assistance, make an appointment with a study skills tutor.

| Activity | Hours per day | Days per week | Hours per week |
|------------------------------|---------------|---------------|----------------|
| Total hours available | 24 | 7 | 168 |
| Sleeping | | | |
| Grooming | | | |
| Preparing Meals/Eating | | | |
| Home Chores | | | |
| Commuting | | | |
| Errands | | | |
| Co-Curricular (e.g., clubs) | | | |
| Exercise | | | |
| Job | | | |
| Classes | | | |
| Fun/Relaxation | | | |
| Other | | | |
| Total hours used | | | |
| Remaining study time | | | |

The **Academic Success Centre** provides free content, study skills and writing tutoring for UNBC students.

To learn more, **scan the QR code**, or visit the **ASC**, located in the Library Learning Commons (5-139G).

