



## Evaluation of Time Use Summary

### NOW THAT YOU'VE SUMMARIZED YOUR TIME-USE CHART...

This might be considered the "intermediate step" in the time-scheduling exercises. First, you were asked to keep track of how you SPENT your time. Later, you were asked to BUDGET your time. Now, you are asked to analyze your expenditures -- so that an appropriate budget may be determined later. Respond to the following:

1. (Although it may be true that there is no such thing as the "typical" week in the life of a college student, for our purposes we will define "typical" as a situation in which YOU had control over what you did and when you did it, as opposed to a situation where demands were placed on you over which you could exercise little or no control.)

My Time-use chart appears to be \_\_\_\_ typical \_\_\_\_ not typical for me. If not typical, the reasons why include...

If this was not a typical week for you, make another Time-use chart and try charting the up-coming week.

2. SPECIFICALLY, what behavior changes, if any, will you need to make to bring your actual time schedule into agreement with what you think your ideal schedule should look like? Print a copy of the [Planned Weekly Schedule](#) and create your ideal schedule.

POSSIBLE PROBLEMS	POSSIBLE SOLUTIONS
Too much time spent PREPARING to study and not enough time actually STUDYING	<ol style="list-style-type: none"> <li>1. Determine the time of day when you are most alert and use that time for studying.</li> <li>2. Set realistic goals for amount of studying to be accomplished per day or week.</li> <li>3. Have ONE FIXED place for study.</li> </ol>
Lack of an adequate study plan	<ol style="list-style-type: none"> <li>1. Schedule a set number of pages or chapters per study session.</li> <li>2. Know what you're responsible for (ask the instructor or look at the syllabus).</li> </ol>
Difficulty in deciding WHAT to study WHEN	<ol style="list-style-type: none"> <li>1. Put the most uninteresting and/or difficult subject first on your study schedule.</li> <li>2. Schedule each of your classes into some study-time-slots</li> </ol>

	during the week. 3. Use times when you are most alert for study.
Having to ask yourself, "What am I learning?"	Study to discover key concepts and main points. The details will only make sense once you have mastered the general ideas.

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