

Effectively managing time is one of the challenges students face as they transition from high school to college. Many students underestimate the amount of time they need to devote to homework and study outside of class. This time management activity is designed to help you think about how to prioritize your time.

I. MAKE A LIST OF ALL THE WAYS YOU USE YOUR TIME

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. COMPLETE THE TIME MANAGEMENT GRID

Complete the grid taking each of the items you have listed above one-by-one and filling in the time you need for them each week.

For example, how much time are you devoting to reading, studying and homework?

[Hint: Research has shown that to be successful in college, students need to devote 6-9 hours per class to homework and studying each week. So, if you are taking four classes, you should expect to spend 24-36 hours each week working on school work outside of class time (Yes, that is 24-36 hours, not minutes!)]

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING							
AFTERNOON							
EVENING							

3. DISCUSSION

Please discuss the following questions:

- Since starting college do you feel overwhelmed with your class load?
- What struggles have you already faced this semester with balancing your school and work/personal schedule?
- How have you overcome struggles that you faced managing your time this semester?
- Have you sought help to combat any challenges this semester?
- What is your current major/academic focus area?
- Have you set any academic or career goals for yourself?



REQUIREMENTS

12+ HOURS

Maintain full-time enrollment each term. Students attending a TCAT must be enrolled in a full-time program.

2.0 GPA

Students must maintain a minimum of a 2.0 GPA after each academic year. TCAT students must maintain satisfactory academic progress.

8 HOURS

Complete and submit eight hours of community service by December 1, April 1* and July 1.

JANUARY 16

File the 2018-2019 Free Application for Federal Student Aid (FAFSA) by the established deadline each year.

MONDAYS

Check your email for weekly email updates from tnAchieves.

COLLEGE CONNECTION

Connecting with your college can make your experience more enjoyable and successful! Take notes while listening to the college representatives to reference when you have future questions.

College _____

Representative _____

Phone Number and Email Address _____

Notes _____

SOCIAL MEDIA



@tnAchieves

Following us on social media is an easy way to stay up-to-date with all things TN Promise and tnAchieves.

Reasons to follow tnAchieves:

- Deadline and meeting reminders
- Community service and job shadowing opportunities
- Opportunity to contact tnAchieves with questions
- Ability to share your stories and successes

AT MY TABLE

Connect with others at your table!

Name _____	Name _____	Name _____	Name _____
College _____	College _____	College _____	College _____
Phone _____	Phone _____	Phone _____	Phone _____
Twitter @ _____	Twitter @ _____	Twitter @ _____	Twitter @ _____
Snapchat _____	Snapchat _____	Snapchat _____	Snapchat _____

*The April 1 community service deadline is required for students attending a TCAT and students utilizing TN Promise for a summer term at a community or eligible four-year college. South College students must submit 8 hours by April 1 for the spring quarter, and an additional 8 hours by April 1 if they plan to enroll in the summer quarter.