



NOVA SOUTHEASTERN  
UNIVERSITY

College of Undergraduate Studies

## Tutoring and Testing Center

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# The 8-Hour Day

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## College Time-Management Schedule

One of the most important study skills in college is time management. Many students earn grades below potential or flunk out of college because of poor time management skills. One model for organizing time in college centers around the eight-hour workday.

### **If you weren't in college, what would you be doing? How many hours a day?**

Without a college degree, you would most likely be working at the entry level in the fast food industry, doing clerical work, or working other jobs at pay scales near minimum wage. You would be working eight hours per day and 40 hours per week if you are not in college. After four or five years of working in these types of jobs, where will you be? At what wage level?

The 8-hour per day model for managing time in college has you in class or studying for eight hours per day. These are the same eight hours you would be putting in each day if you were not in college. You should view your time in college as being *self-employed* in the job of preparing yourself for a better job in the future.

Most students are in class 2 to 3 hours per day (not counting labs). This leaves 5 to 6 hours per day for studying – reading textbooks, taking notes, revising notes, building and practicing solutions to problems, and reciting and self-testing on existing notes, etc. Students who spend 5 to 6 hours per day studying usually do quite well in college. Structuring your school work as an 8-hour job has a nice side benefit too:

### **The 8-hour workday model leaves every evening and weekend FREE FROM STUDYING!**



On the back, set up your 8-hour school work day. Remember that only time in class and studying count toward the eight hours. **The steps are:**

1. **Write in class times.**
2. **Write in meal times and other activities that don't count toward the 8 hours.**
3. **Write in study times.**
4. **Total class and study time should be eight hours per day.**



Set up your personal 8-hour per day schedule for doing your job as a student. Use a pencil to allow for changes later.

Times	Monday	Tuesday	Wednesday	Thursday	Friday		
7:00-7:30am							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30pm							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
4:30-5:00							
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
Hours in Class						Hrs. in class/wk	
Hours Studying						Hrs. studying/wk	
Total Hours as a Student						Total hrs. as a student/wk	