# TIME MANAGEMENT SOLUTIONS

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Solutions</th>
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| Too Little Time for Family or Friends | • Reduce the amount of time spent on leisure activities that exclude family & friends  
• Reduce or change work hours, if possible  
• Reduce the hours spent on chores by seeking more help from other household members  
• Reduce school hours by taking fewer classes, if possible  
• Reduce nonproductive study time by learning more efficient study techniques |
| Too Little Time for School     | • Reduce social time; make school a greater priority  
• Create more “quality” social time & eliminate the less significant time spent with family & friends  
• Reduce work hours, if possible, to make more time for studying  
• Apply for scholarships, financial aid, grants &/or loans to replace income if you reduce your work hours  
• Reduce the number of classes you are taking so you have enough time to do well in fewer classes  
• Examine the combination of classes you are taking; consider alternative classes if all your classes have heavy reading or writing requirements  
• Learn time-management techniques to make better use of your time  
• Use the self-discipline needed to study during planned study blocks |
| Too Much Leisure Time         | • Increase school time by adding one or more classes  
• Increase work hours, if possible, or volunteer  
• Pursue new hobbies or set a new goal  
• Get involved with campus groups, organizations or study groups |
