



## Time Management and Your Career Development

The ability to use your time wisely is a critical component to any career-related activities you conduct. To help you organize your time, we have provided the following grid for you to complete. Begin by marking out times in which you have class as well as time for homework, your regular work schedule, meetings of student organizations, and other activities in your schedule. (Don't forget time for sleeping, eating, and relaxation!)

Current Academic Session:                  Fall                          Spring                          Summer                          Doesn't Apply

	S	M	T	W	T	F	S
Prior to 6:00am							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
After 11:00pm							

Now that you have identified open times in your schedule, it's up to you to commit some of that time to career-related activities. We suggest you regularly schedule time to work on your career in a distraction-free environment, such as the Career Resource Center (CLB 235) or the campus library.

Need ideas for activities to assist with your career needs? Schedule an appointment with a career counselor by calling 815-753-1641.

If time management is a significant concern for you, NIU's Counseling & Student Development Center provides assistance in the form of "Coaching for Academic Success." For more information about this excellent program, call 815-753-1206 or visit their website: [www.niu.edu/csdc/](http://www.niu.edu/csdc/)