

# Balance or BUST!



College, work, and your personal life all coming at you is a **challenge**! Find success by examining your scheduling, committing to your responsibilities, and finding a balance before you bust!

## Did you know?

You need to spend 2 hours studying for every 1 hour you spend in class. Balance your class, study, & work hours by using these recommended guidelines:

Work Hours/Week	Class Units/Semester	Study Hours/Week
Less than 20 hours	12-15 units (full-time)	24-30 hours
20	6-12	12-24 hours
30	3-9	6-18 hours
40	3-6	6-12 hours

## Balancing Family Responsibilities

- Communicate ahead of time about your academic needs.
- Share family responsibilities appropriately.
- Schedule study time between family activities – light studying when supervising children, heavy studying when you’ve got quiet time.
- It is OK to say “No” to a request from your family if you have an academic obligation.

## Balancing Work Responsibilities

- Plan daily and weekly—a planner or calendar app are great tools!
- Find hidden time slots for light studying.
- Schedule work around your alert times. Academics stick better then!
- Minimize commute time when possible.
- Stay organized on the job—organization decreases stress, less stress means more energy for studying.
- Take online courses to for flexibility.
- Take breaks to clear your head from both work and college.