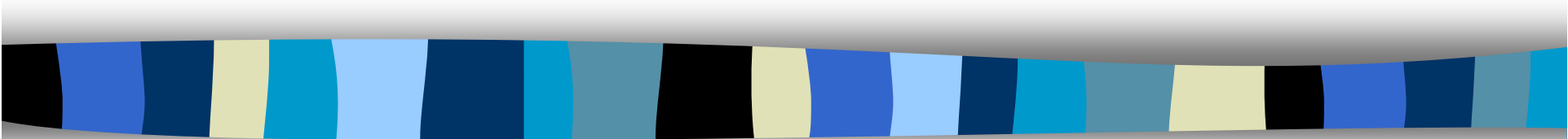


Making More of your Time



Time Management and Study Skills for College Success

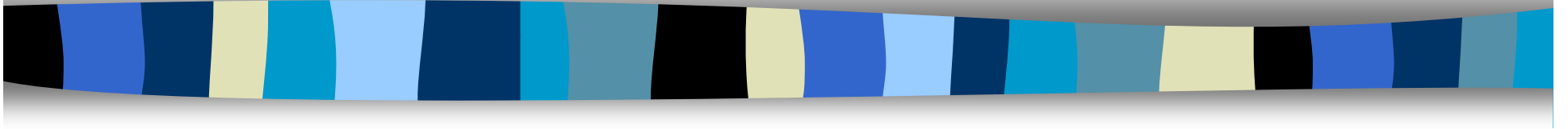
We gratefully acknowledge the source of inspiration for this tutorial as coming from the good folks at the Center for Academic Success at Louisiana State University.



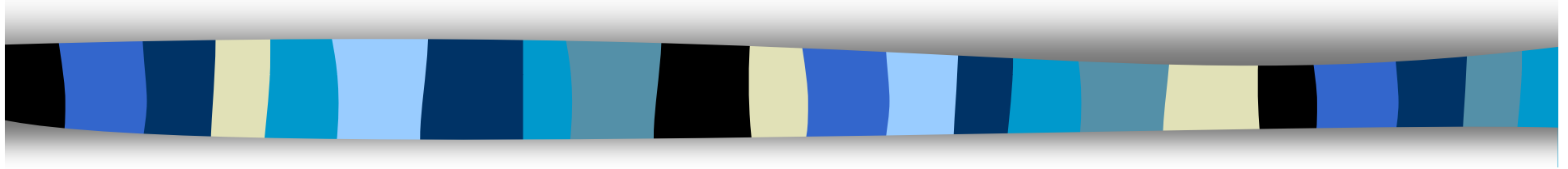
Is this workshop for you?

- Do you procrastinate?
- Is your motto, “Better late than never?”
- Do you wish you were more organized?

Time Management is Life Management



The allocation of time is
unbiased and without
prejudice



We all receive 24 hours each
day. No one receives any
more or less than anyone
else.



What will this tutorial cover?

- How time management is unique for students.
- It will examine a 3-Step Plan for student time management.



A New League...

College students are required to...

- Think at higher levels
- Process more in less time
- Work in high pressure situations
- Work with meticulous professors
- Resist a wide range of distractions



As a college student you have...

- Less structure
- Different incentives (financial, rewards...)
- No supervisor to balance the work load
- Many people who want your time
- Studying/learning demands



Where is your time going?

**At 12 units, this is what
your week may look
like...**

$$\begin{array}{r} \mathbf{12 \times 2} = \mathbf{24} \text{ hours of} \\ \text{studying} \\ + \mathbf{12} \text{ hours in class} \\ \hline \mathbf{36 \text{ hours}} \end{array}$$

What does your schedule look like?

How many units are you
taking? _____
(multiply by 2 and place on
the next line)

Number of study hours _____

Hours you work/week _____

Hours spent participating in
clubs and orgs _____

Hours spent other _____

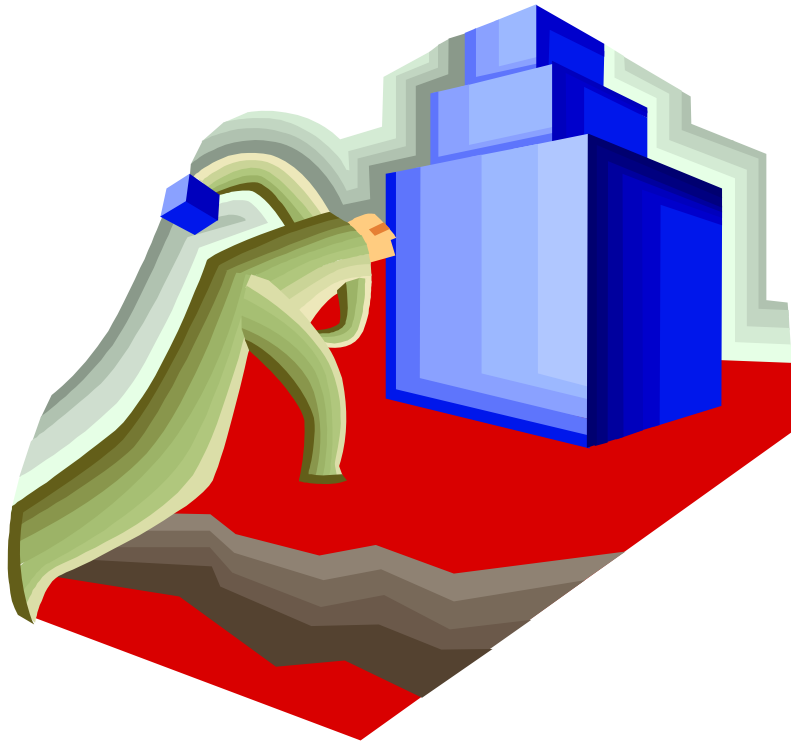
Grand Total: _____



A 3-Step Time Management Plan

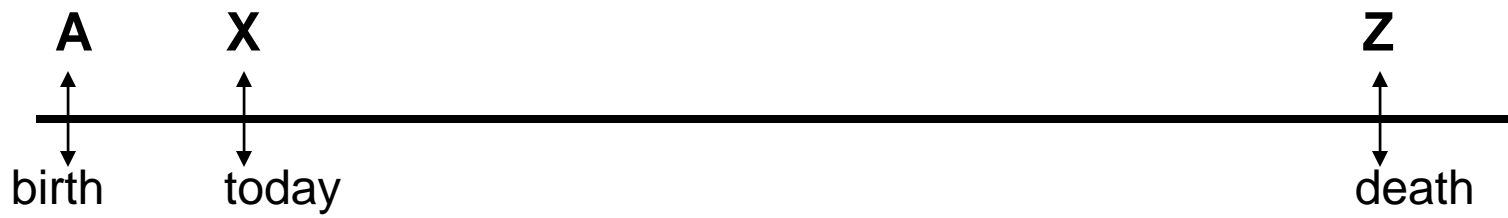
1. Set goals. Allow yourself to dream!
2. Integrate efficient organizational tools.
3. Incorporate efficient study strategies.

Taking Charge



Proactive
vs.
Reactive

Your lifeline





Setting Mid-Range and Short-Term Goals





Myths About Goals

1. You should not edit or alter your goals.
2. You must achieve perfection



More *Myths*...

3. Maintenance of the status quo is not an acceptable goal for a period of time.
4. Achievement of goals is just a matter of luck.

Now that we have examined our goals
HOW DO WE ACHIEVE THEM?



Time Management
&
Organizational
Tools



Tools for organizing your life...

- Fixed Schedules
 - ‘Week-at-a-Peek’
 - ‘Semester-at-a-Peek’
- Planners
- To Do Lists
 - Today
 - This Week
 - Sticky Notes

The Semester Schedule

Sept 1	2	3	4	5 Math Quiz	6	7
8	9	10	11	12	13	14
15 Paper 1 due	16	17	18 CS 101 quiz	19	20	21
22	23	24	25	26	27	28
29	30	Oct 1	2	3 Math Quiz	4	5
6	7 Span test 1	8	9	10	11	12
13 Paper 2 due	14	15	16	17	18	19
20	21 Dad's b-day	22	23	24 Math Exam1	25	26
27	28	29	30	31	Nov 1	2
3	4 Span test 2	5	6	7	8	9

How do I decide which planner
to use?





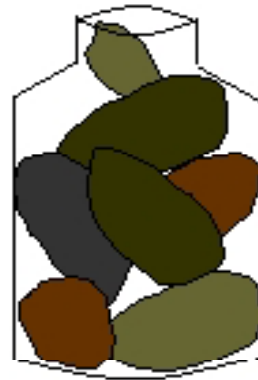
Which Planner is for you?

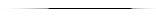
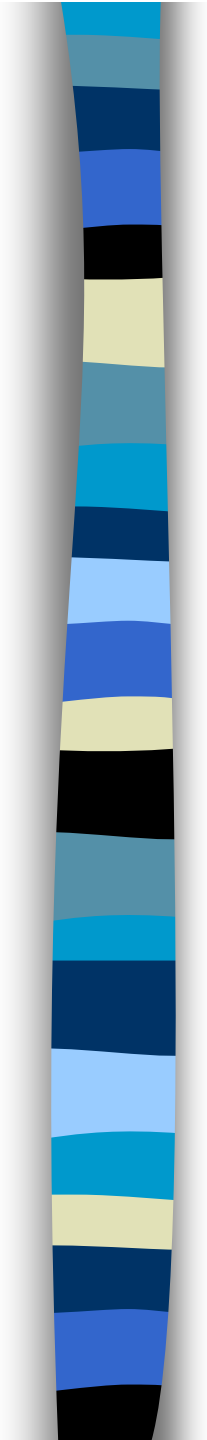
Daily- For people with 21 or more unique appointments or meetings in a week.

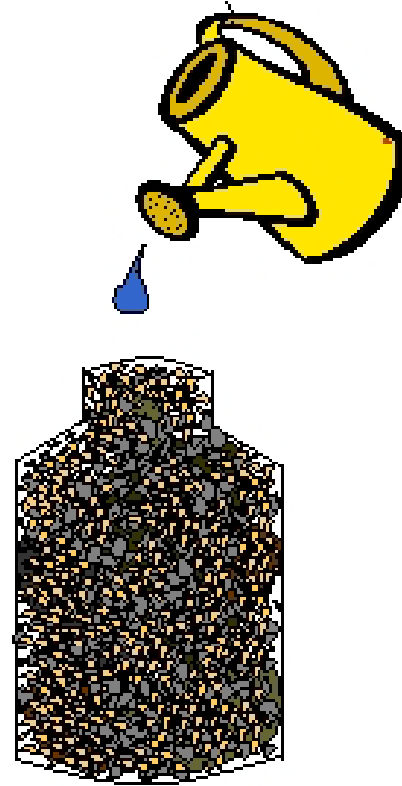
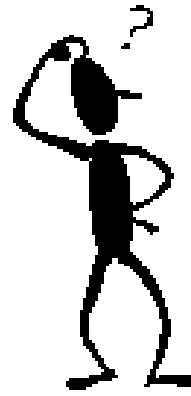
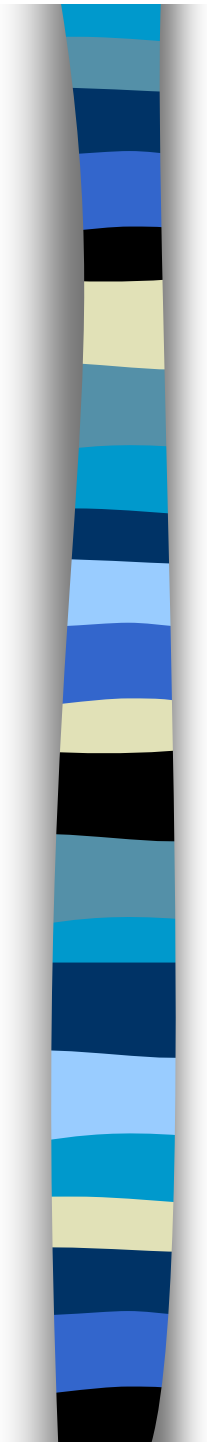
Weekly- For people who have 7 to 21 unique appointments or meetings in a week.

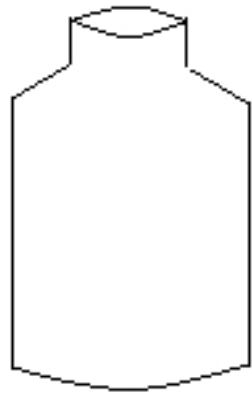
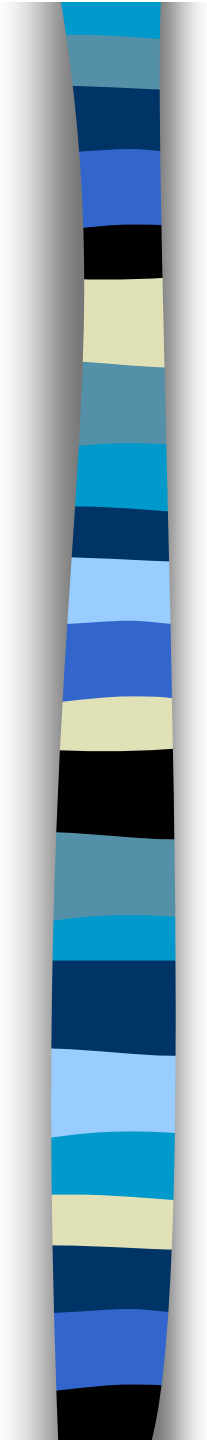
Monthly- For people who have fewer than 7 unique appointments in a week.

The Jar of Rocks









The point is this:

If you don't put the big rocks in first, you will never fit them in.

When to do a to-do list...

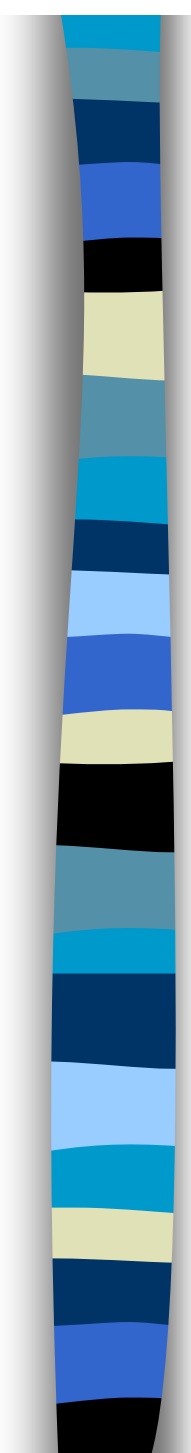




How do you organize your day or week?

TASK oriented or TIME orientated?

Task Oriented Organizer:



	<i>Monday:</i>
	<i>Math assignment</i>
	<i>Read English pp. 225-270</i>
	<i>Meet Tanisha at 12⁰⁰ Nelson</i>
	<i>Mail package - buy stamps!</i>
	<i>Professor Rogers 4</i>
	<i>Tuesday:</i>
	<i>Geology pp. 155-230</i>
	<i>Study for math exam - Friday</i>
	<i>Get 6 references at library - English paper</i>
	<i>Finish rough draft for Psych.</i>




Time Oriented Organizer:

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
8:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00	English	Study	English	Study	English	Library	Service
10:00	Math	CS 101	Math	CS 101	Math	Library	Service
11:00	Lunch	CS 101	Lunch	CS 101	Lunch	Library	Study
12:00	Spanish	Spanish	Spanish	Spanish	Spanish	Bike Club	Study
1:00	Study	Lunch	Study	Lunch	Study	Bike Club	Lunch
2:00	Study	Study	Study	Study	Study	Dinner at Home	Study
3:00	Work	Work	Work	Work	Work	Dinner at Home	Study
4:00	Work	Work	Work	Work	Work	Dinner at Home	Chill out



Sticky Notes



*Remember the meeting
today at 2:30!*

Take Time to Make Time

Take Time to Make Time

The "Master To Do List"

Master To Do List:

Biology

- + Ch. 4
- + Ch. 5
- + Ch. 6

English

- + pp. 65-96
- + start research
- + Make outline

Date to be completed:

Geography

- + Ch. 15
- + Ch. 17
- + Ch. 18

Math

- + Homework
- + Ch. 3
- + Review

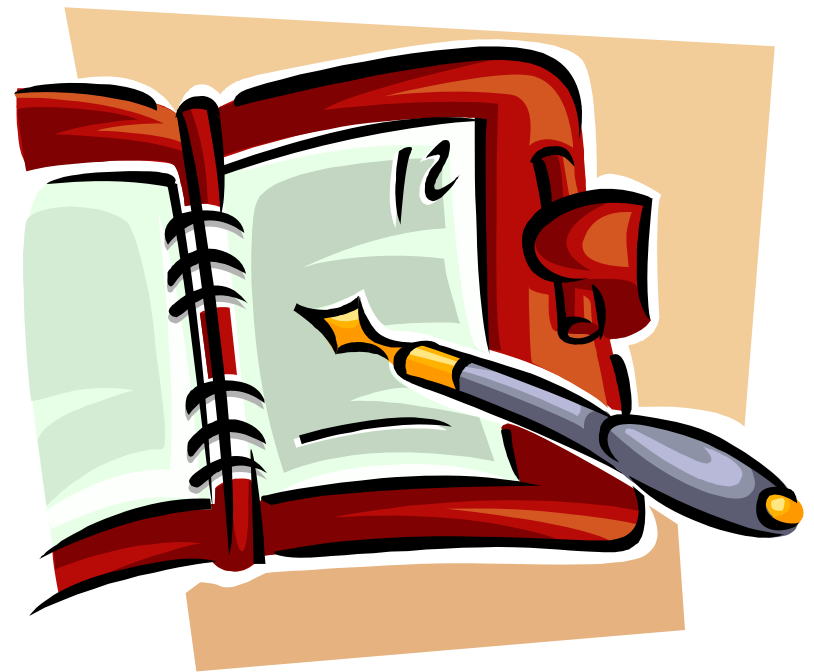
Tips to remember...

- Use daylight hours wisely!
- 1 daylight hour = about 1 ½ evening hours.



Set Intermediate Deadlines

- Write them in your planner.
- Post sticky-notes around home or school materials.
- Write on 'To Do' lists.



Studying smarter



Students spend a significant part of their lives studying. Why not use study tools that make better use of that time?



Continuous Process of Learning

Phase one: Read or preview chapters to be covered in class... before class. (create chapter maps)

Phase two: Go to class— listen actively, take notes, participate

Phase three: Review and process class notes as soon after class as possible

Phase four: Incorporate intense study sessions

Repeat

And...once a week, examine that whole week's notes at once. This helps you get the 'big picture' and connect ideas



The Intense Study Session

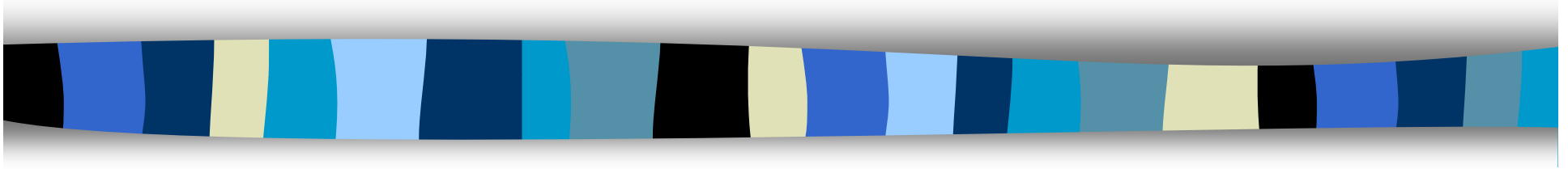
- **2 minutes** Set goals for next 40 minutes
- **40 minutes** Read text more selectively/highlight
Make doodles/notes in margins
Create mnemonics
Create maps
- **10 minutes** Take a break
- **5 minutes** Review what you have just studied
- **Repeat**

Another tip...

**Once a week...examine
the entire week's notes
together.**



What are you thinking about?



**Did you know your thought life
can affect your time
management?**

Self-Talk/ Inner Dialogue

■ The Child

Present NOW, fun pleasure,
“I want things my way”



■ The Adult

Past and future,
consequences, reality
based, rational, skills



■ The Critic

Fearful, worries about
past/future, passive in the
present





Write the following...

- What are three things you learned from this tutorial that you plan to integrate into managing your own time?

Try to start using these ideas within the next 24 hours.



“Time is your life...

...to waste your time is to waste your life,
but to master your time is to master
your life and make the most of it.”

Alan Lakein