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...

\[
12 \times 2 = 24 \text{ hours of studying} \\
+ \ 12 \text{ hours in class} \\
\text{________} \\
\text{36 hours}
\]

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

A  X  Z
birth  today  death
Setting Mid-Range and Short-Term Goals

- Short-Term Goals
  - Semester
  - Month
  - Week
  - Day

- Mid-Range Goals
  (2-5 years)

- Lifetime 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
<table>
<thead>
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<th>M</th>
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<th>W</th>
<th>R</th>
<th>F</th>
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<td>8-9</td>
<td>Math</td>
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<td>Church</td>
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<td>Biking</td>
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<td>1-2</td>
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<td></td>
<td></td>
<td>Biking</td>
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<tr>
<td>2-3</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
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</tr>
<tr>
<td>3-4</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td></td>
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# The Semester Schedule

<table>
<thead>
<tr>
<th>Sept 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 (Math Quiz)</th>
<th>6</th>
<th>7</th>
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<tbody>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
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<td>15</td>
<td>16</td>
<td>17</td>
<td>18 (CS 101 quiz)</td>
<td>19</td>
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<td>22</td>
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<td>27</td>
<td>28</td>
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<tr>
<td>29</td>
<td>30</td>
<td>Oct 1</td>
<td>2</td>
<td>3 (Math Quiz)</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>7 (Span test 1)</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21 (Dad’s b-day)</td>
<td>22</td>
<td>23</td>
<td>24 (Math Exam1)</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>Nov 1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4 (Span test 2)</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>
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:

- **Monday:**
  - Math assignment
  - Read English pp. 225-230
  - Meet Tashika at 1230 Union
  - Mail package - buy stamps!
  - Professor Rogers 4

- **Wednesday:**
  - Bio 85-86
  - Study for math exam - Friday
  - Get 6 references at library - English paper
  - Finish rough draft for Psych.
### Time Oriented Organizer:

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:00</td>
<td>English</td>
<td>Study</td>
<td>English</td>
<td>Study</td>
<td>English</td>
<td>Library</td>
<td>Service</td>
</tr>
<tr>
<td>10:00</td>
<td>Math</td>
<td>CS 101</td>
<td>Math</td>
<td>CS 101</td>
<td>Math</td>
<td>Library</td>
<td>Service</td>
</tr>
<tr>
<td>11:00</td>
<td>Lunch</td>
<td>CS 101</td>
<td>Lunch</td>
<td>CS 101</td>
<td>Lunch</td>
<td>Library</td>
<td>Study</td>
</tr>
<tr>
<td>12:00</td>
<td>Spanish</td>
<td>Spanish</td>
<td>Spanish</td>
<td>Spanish</td>
<td>Spanish</td>
<td>Bike Club</td>
<td>Study</td>
</tr>
<tr>
<td>1:00</td>
<td>Study</td>
<td>Lunch</td>
<td>Study</td>
<td>Lunch</td>
<td>Study</td>
<td>Bike Club</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:00</td>
<td>Study</td>
<td>Study</td>
<td>Study</td>
<td>Study</td>
<td>Study</td>
<td>Dinner at Home</td>
<td>Study</td>
</tr>
<tr>
<td>3:00</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Dinner at Home</td>
<td>Study</td>
</tr>
<tr>
<td>4:00</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Work</td>
<td>Dinner at Home</td>
<td>Chill out</td>
</tr>
</tbody>
</table>
Sticky Notes

Remember the meeting today at 2:30!
## Take Time to Make Time

The “Master To Do List”

<table>
<thead>
<tr>
<th>Master To Do List:</th>
<th>Date to be completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Geography</td>
</tr>
<tr>
<td>Ch. 4</td>
<td>Ch. 15</td>
</tr>
<tr>
<td>Ch. 5</td>
<td>Ch. 17</td>
</tr>
<tr>
<td>Ch. 6</td>
<td>Ch. 18</td>
</tr>
<tr>
<td>English</td>
<td>Math</td>
</tr>
<tr>
<td>pp. 65-96</td>
<td>Homework</td>
</tr>
<tr>
<td>start research</td>
<td>Ch. 3</td>
</tr>
<tr>
<td>Make outline</td>
<td>Review</td>
</tr>
</tbody>
</table>
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