

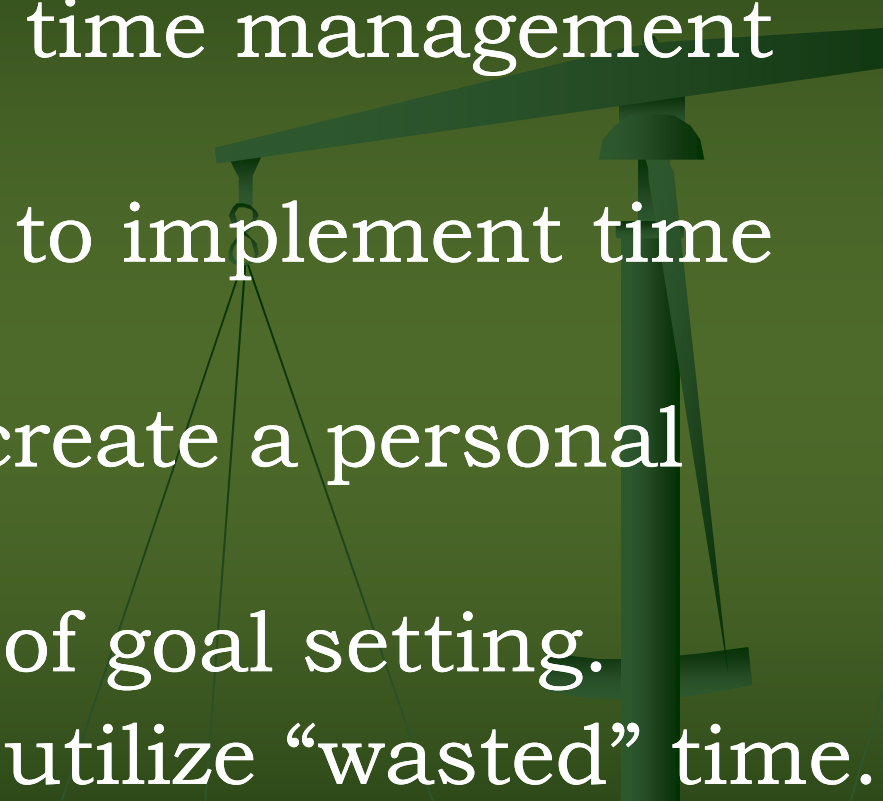
Time Management



Learning Center
Academic Success Workshop

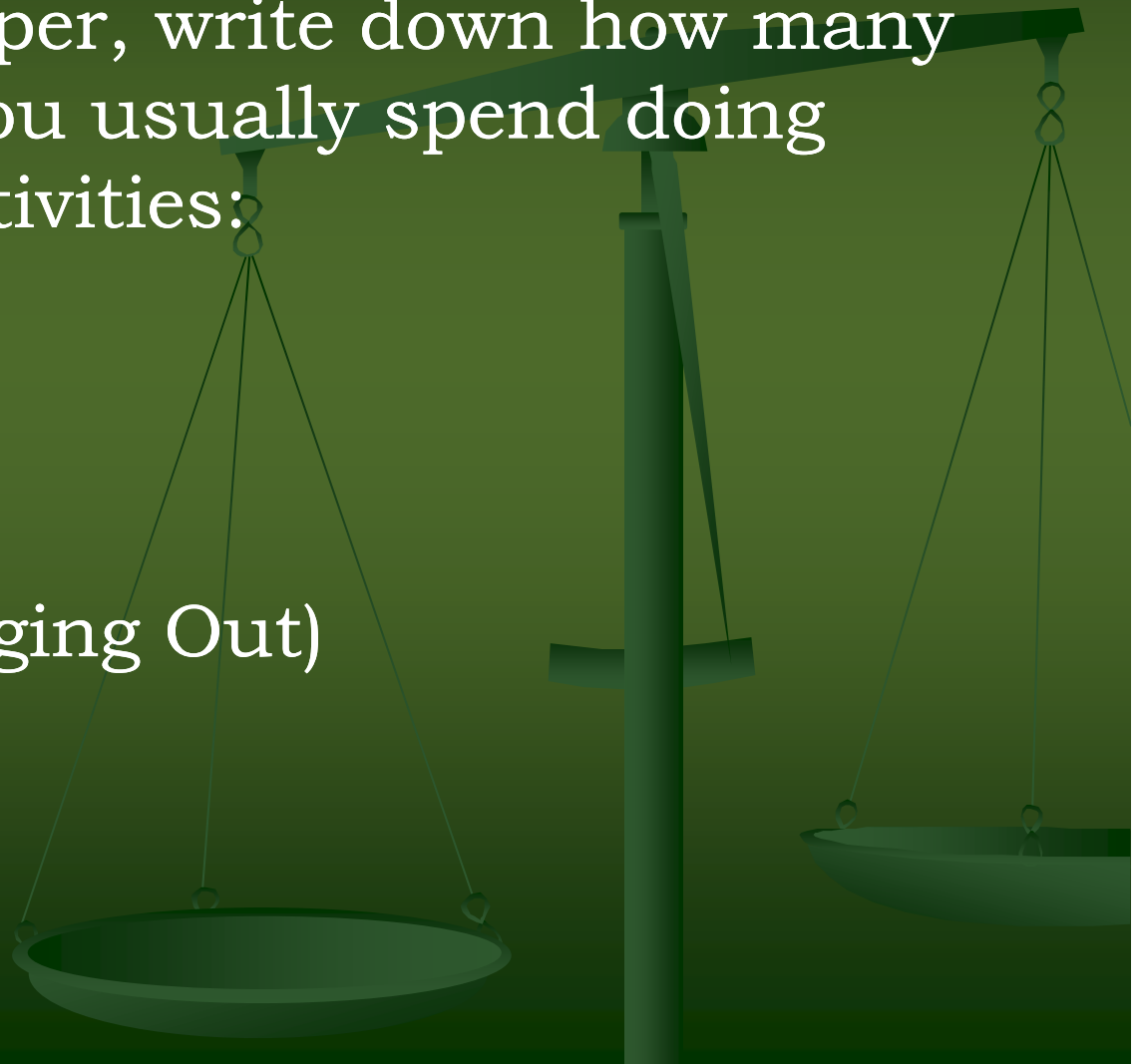
Courtesy of: the Learning Center at California State University, Fresno

Objectives

- Learn effective time management strategies.
 - Discover ways to implement time management.
 - Learn how to create a personal schedule.
 - Learn aspects of goal setting.
 - Learn ways to utilize “wasted” time.
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Activity

- On a piece of paper, write down how many hours per day you usually spend doing each of these activities:
- Sleeping
- Eating
- Attending Class
- Socializing (Hanging Out)
- Studying
- Working



One of the greatest problems of college students is over commitment. College life includes:

- Attending class
- Working
- Commuting
- Athletics
- Homework
- Studying

- Exercising
- Socializing
- Relaxing
- Studying
- Eating
- Sleeping



Why Manage Your Time?

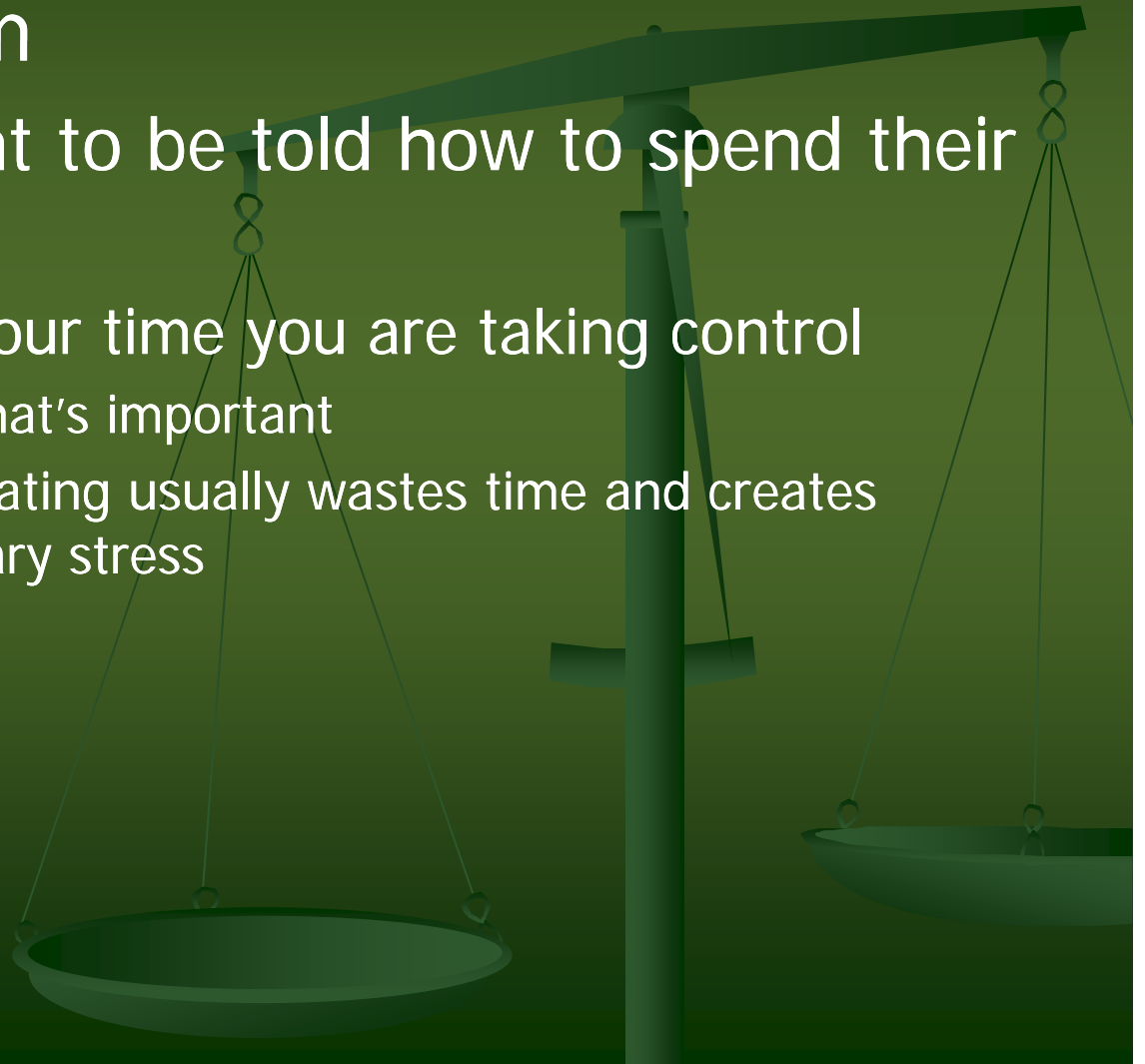
- Time = Freedom

- Many don't want to be told how to spend their time

- By managing your time you are taking control

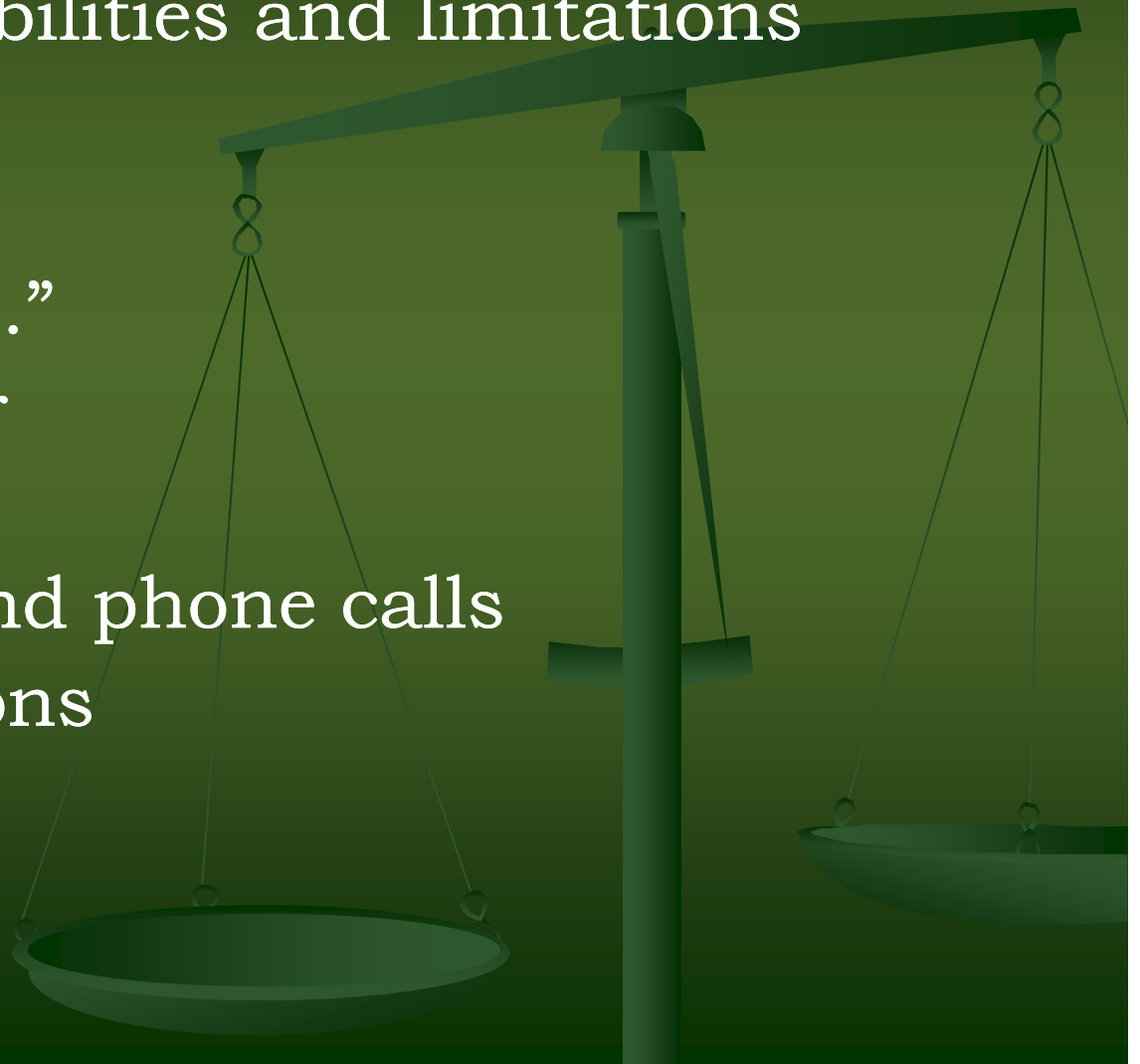
- You decide what's important

- Procrastinating usually wastes time and creates unnecessary stress



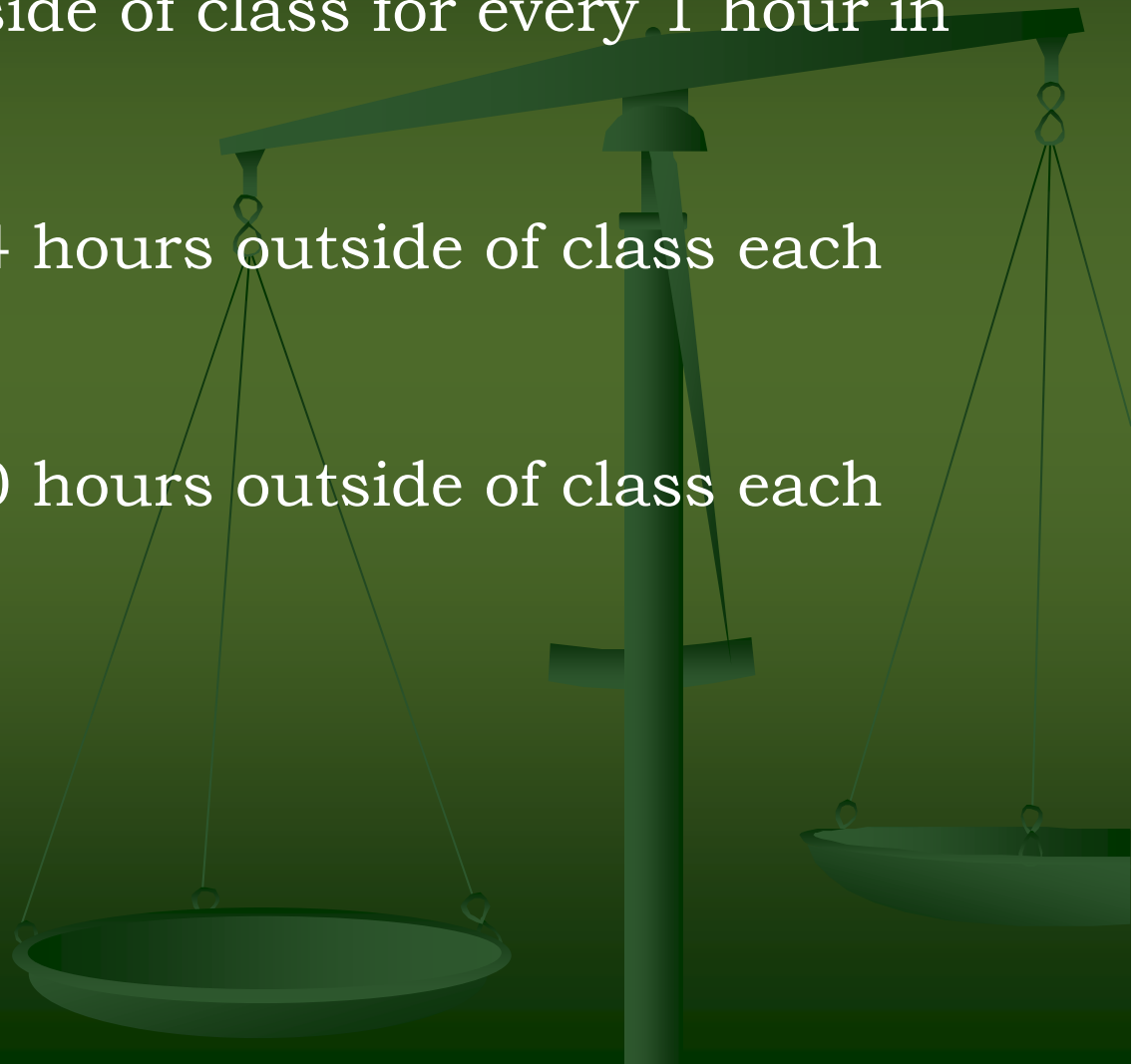
Time Management Strategies

- Know your capabilities and limitations
- Plan ahead
- Visualize
- Learn to say “No.”
- Get rid of clutter
- Set deadlines
- Manage email and phone calls
- Limit interruptions
- Prioritize



Super Success Stories: “2 for 1”

- Study 2 hours outside of class for every 1 hour in class – each week.
- 12 units – study 24 hours outside of class each week
- 15 units – study 30 hours outside of class each week

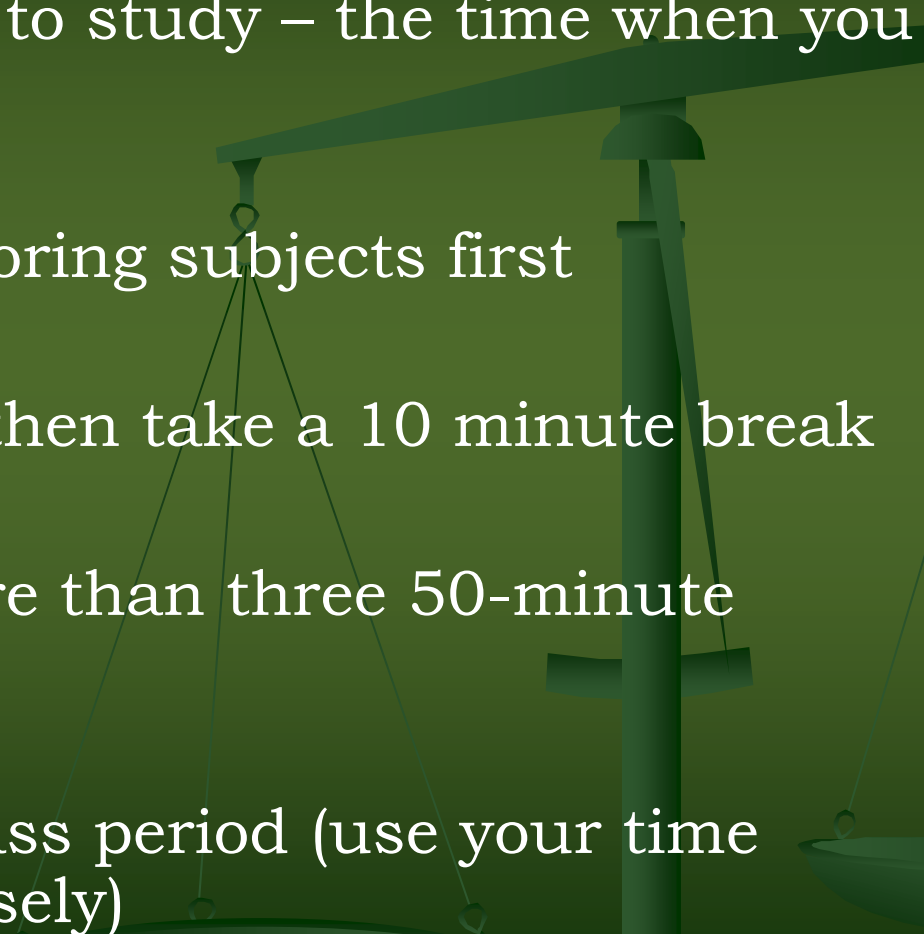


Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00AM	BIOSC 180 SCI II 109 8 - 8:50AM		BIOSC 180 SCI II 109 8 - 8:50AM		BIOSC 180 SCI II 109 8 - 8:50AM		
9:00AM	Work	Work	Work	Work	Work	work	work
10:00AM							
11:00AM	GENET 172 SCI 216 11-11:50AM	PHYS 2B MCL 162	GENET 172 SCI 216 11-11:50AM	PHYS 2B MCL 162	GENET 172 SCI 216 11-11:50AM	PHYS 2B MCL 162	PHYS 2B MCL 162
12:00PM	PHY E 12-	Work	Lunch	Lunch	Lunch	Lunch	Lunch
1:00PM	Lunch						
2:00PM	PHYS 2B Lab MCL 167 2 - 4:50PM	PSYCH 125 SCI II 108 2 - 3:50PM	GENET 172 Lab SCI 216 2 - 4:50PM	PSYCH 125 SCI II 108 2 - 3:50PM	Club Meeting	Homework	Homework
3:00PM		Break		Break			
4:00PM	Break	Dinner	Break	Exercise	Exercise	Exercise	Exercise
6:00PM	Exercise	MCAT Prep	Work	Dinner	Dinner	Dinner	Dinner
7:00PM	Dinner			Homework	Homework	Homework	Homework
8:00PM	Homework		Homework	Homework	Homework	Homework	Homework
9:00PM							

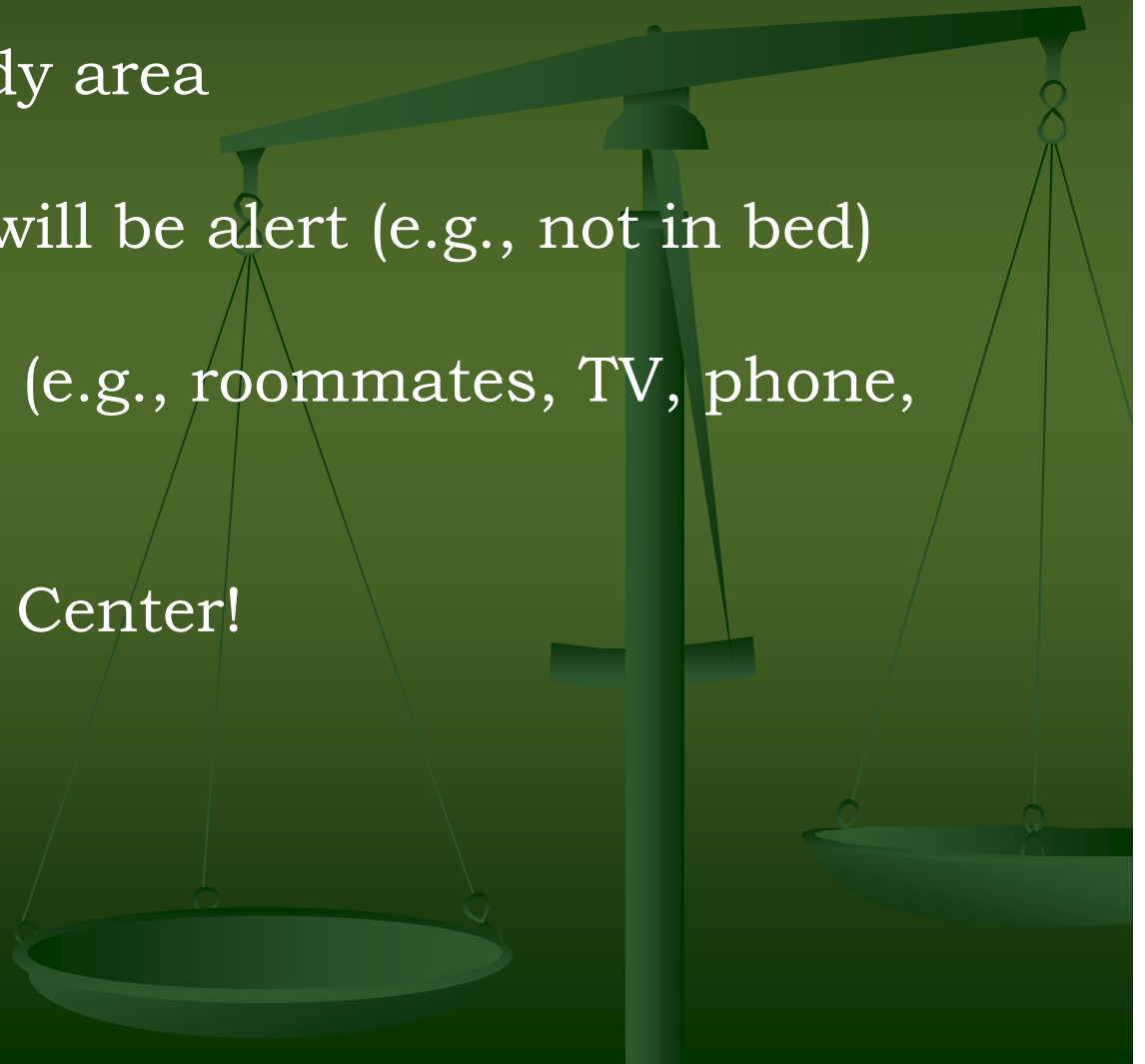
DON'T CRAM YOUR SCHEDULE!

When to Study

- Use your best time to study – the time when you are most alert
 - Study difficult or boring subjects first
 - Study 50 minutes then take a 10 minute break
 - Avoid studying more than three 50-minute sessions
 - Review after the class period (use your time between classes wisely)
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Where to Study

- Use a regular study area
- Study where you will be alert (e.g., not in bed)
- Avoid distractions (e.g., roommates, TV, phone, etc.)
- Visit the Learning Center!

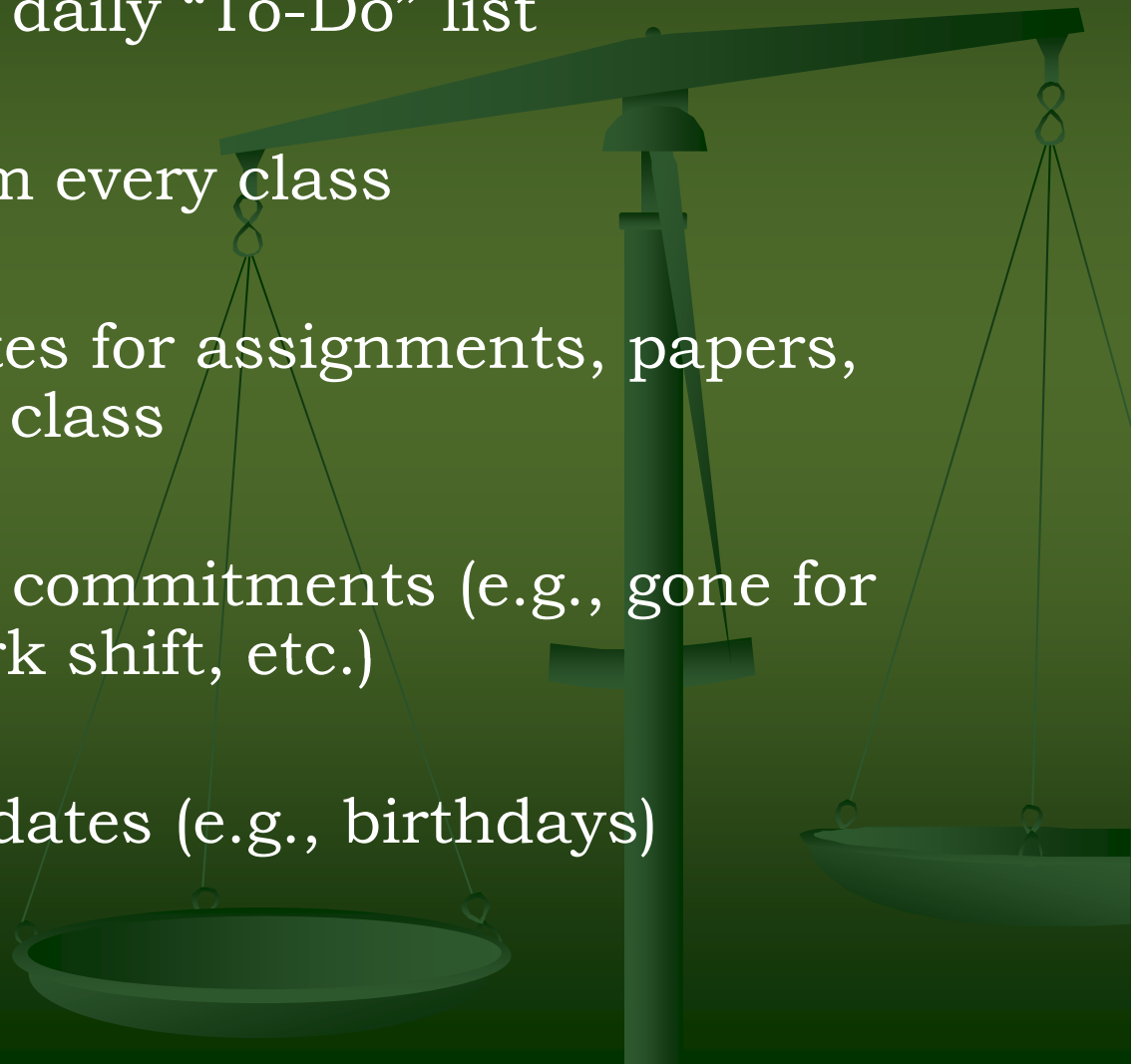


Get a Time Management Planner

- Needs to include a week-at-a-glance and a month-at-a glance
 - Bookstore planner costs \$3.59 and includes academic dates
 - May use PDA, laptop, phone
 - **MAKE SURE IT WORKS FOR YOU !!**
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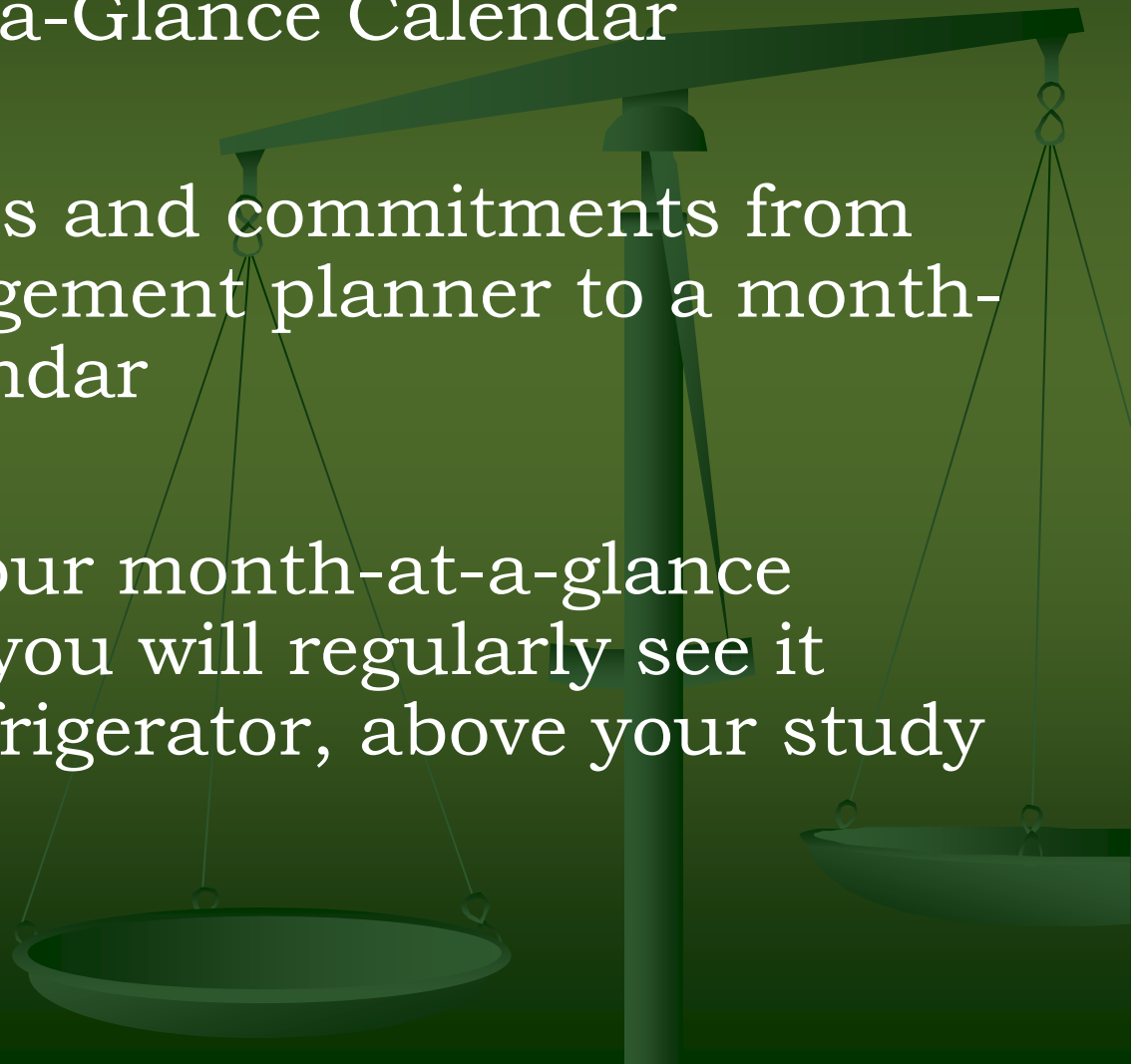
How to use a time management planner

- Use it to keep your daily “To-Do” list
- Take all syllabi from every class
- Write in all due dates for assignments, papers, tests, etc. for every class
- Write in other time commitments (e.g., gone for weekend, extra work shift, etc.)
- Include important dates (e.g., birthdays)

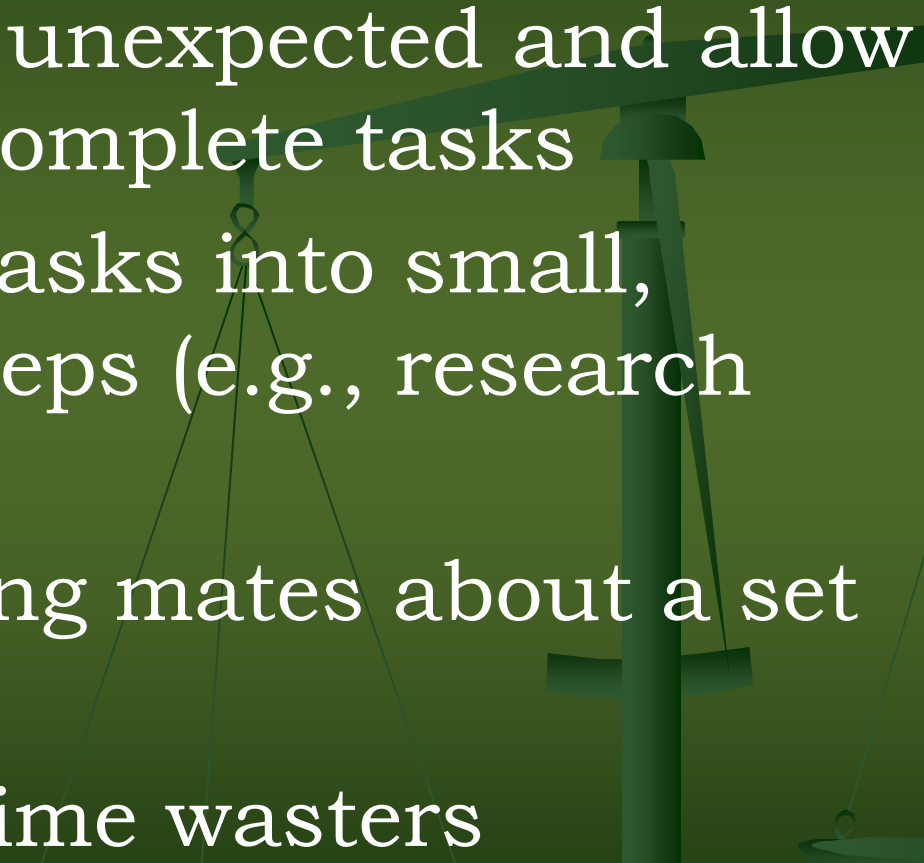


Super Success Strategy

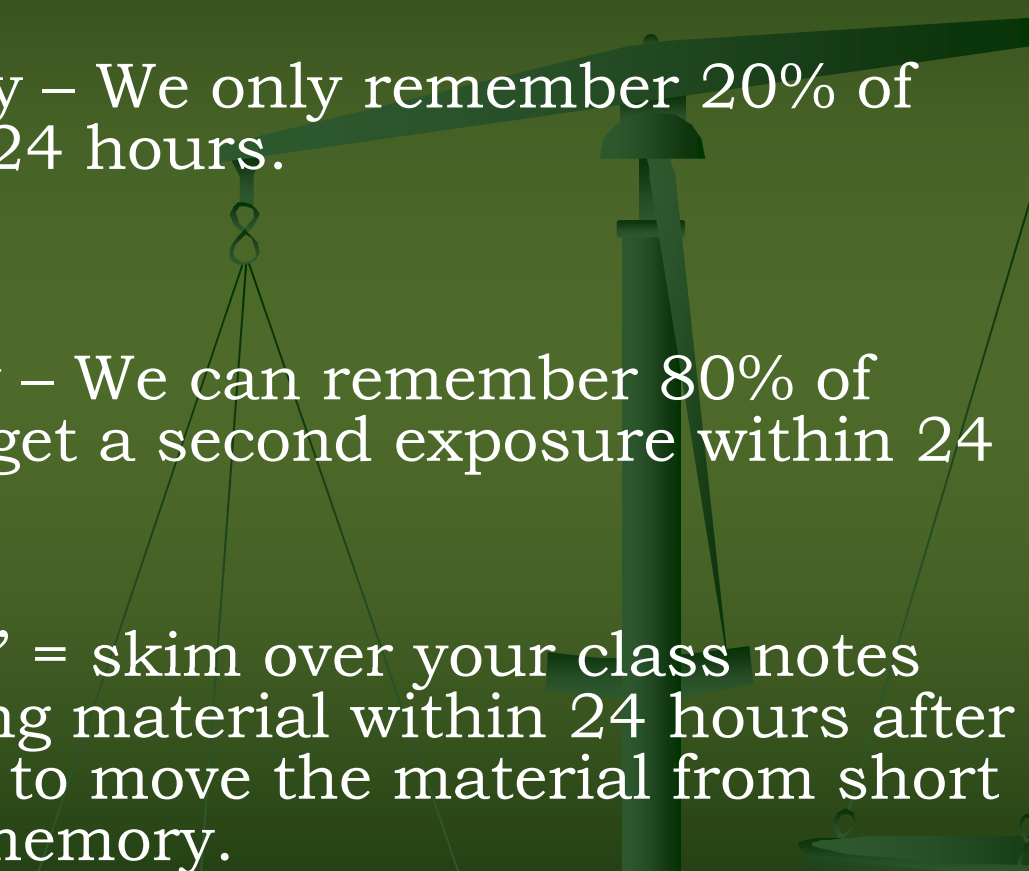
- Use a Month-at-a-Glance Calendar
- Transfer all dates and commitments from your time management planner to a month-at-a-glance calendar
- Post a copy of your month-at-a-glance calendar where you will regularly see it (e.g., on your refrigerator, above your study desk)



More Success Strategies

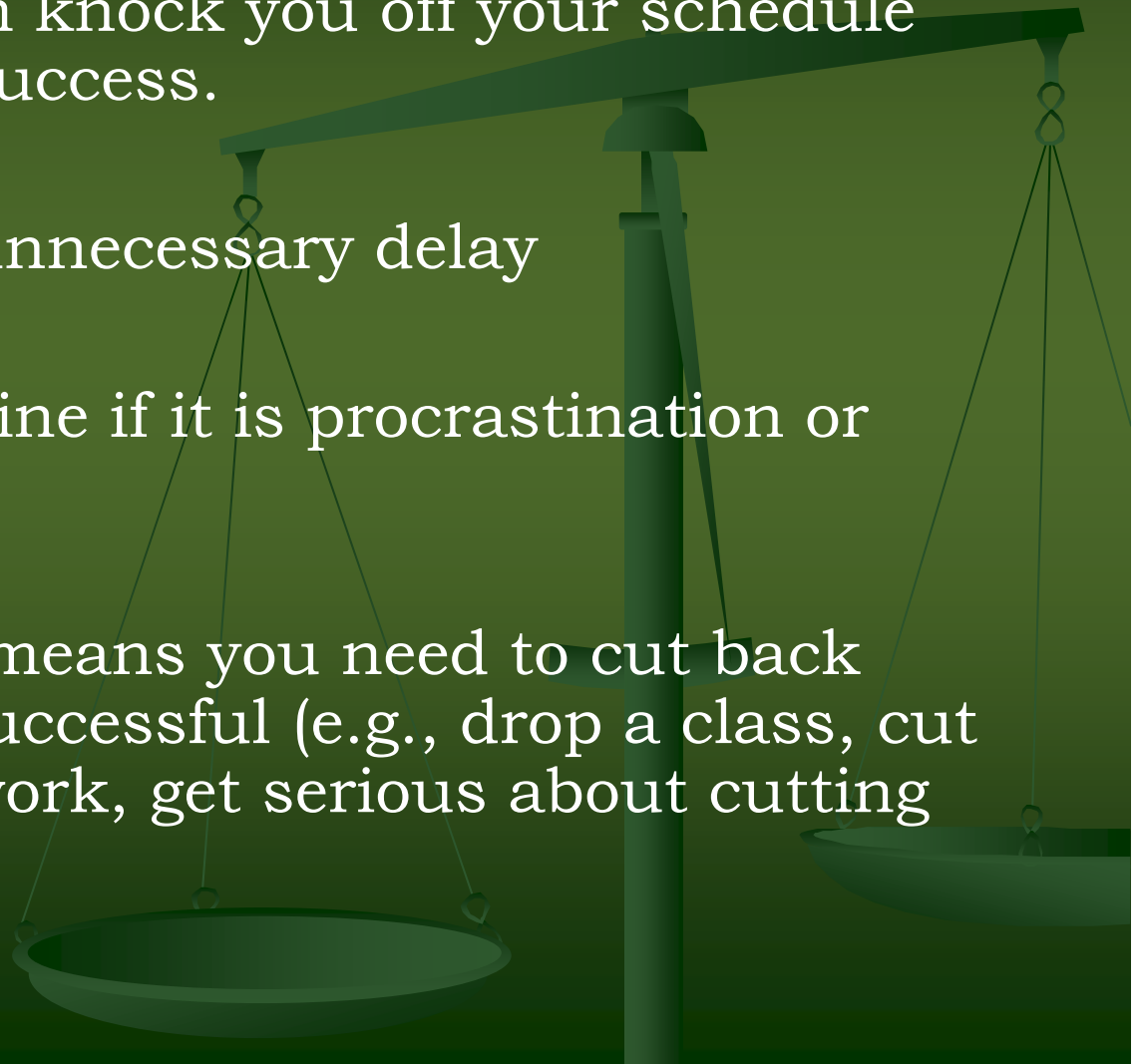
- Anticipate the unexpected and allow extra time to complete tasks
 - Break up big tasks into small, manageable steps (e.g., research paper)
 - Agree with living mates about a set study time
 - Identify your time wasters
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Super Success Strategy: “The 24 hour rule”

- **Bad News:**
 - Short Term Memory – We only remember 20% of new material after 24 hours.
 - **Good News:**
 - Long Term Memory – We can remember 80% of new material if we get a second exposure within 24 hours.
 - “The 24-Hour Rule” = skim over your class notes and any new reading material within 24 hours after your first exposure to move the material from short term to long term memory.
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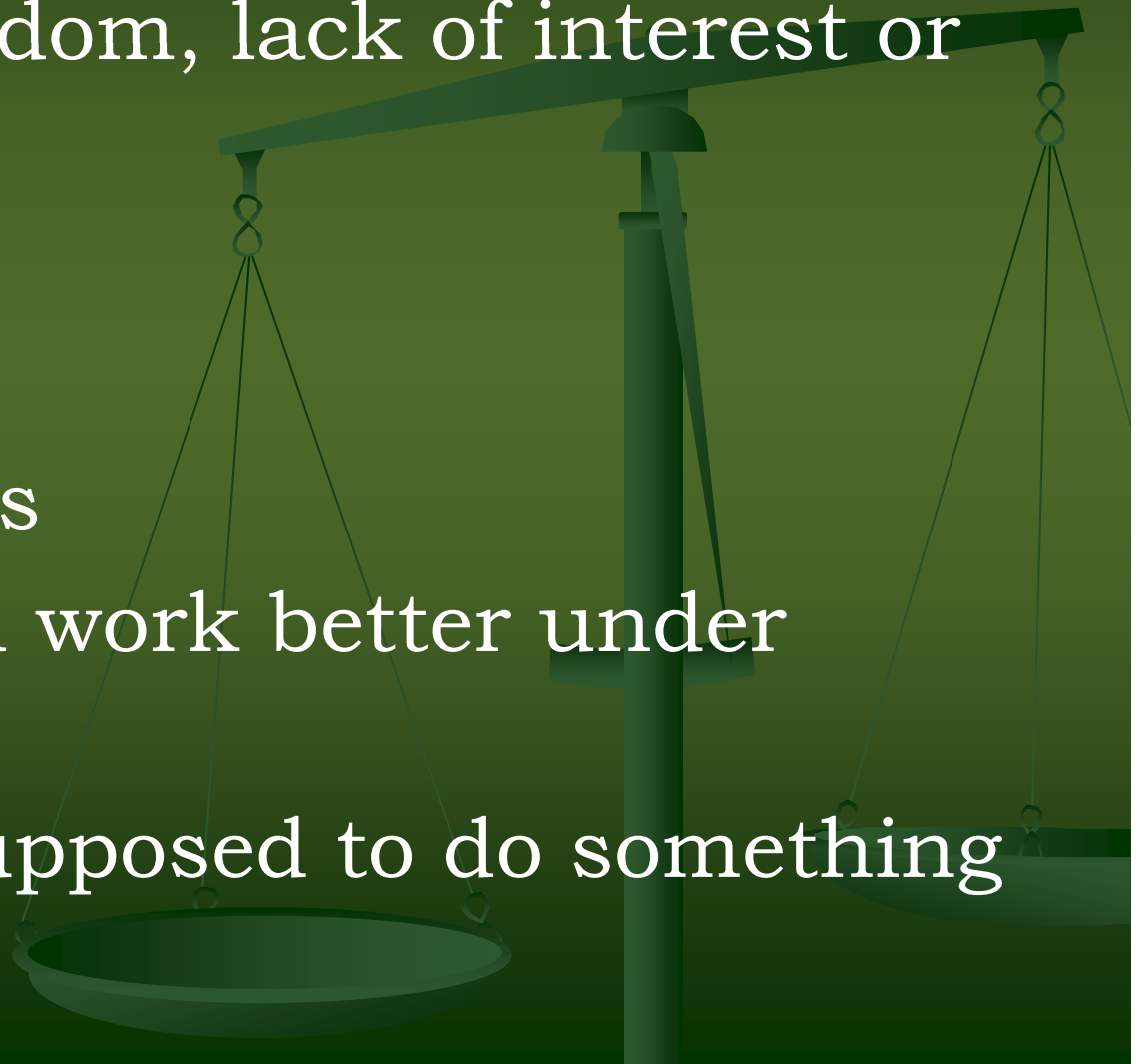
Procrastination

- Procrastination can knock you off your schedule and prevent your success.
- Procrastination = unnecessary delay
- Important: determine if it is procrastination or over commitment
- Over commitment means you need to cut back somewhere to be successful (e.g., drop a class, cut back on hours at work, get serious about cutting out time wasters)

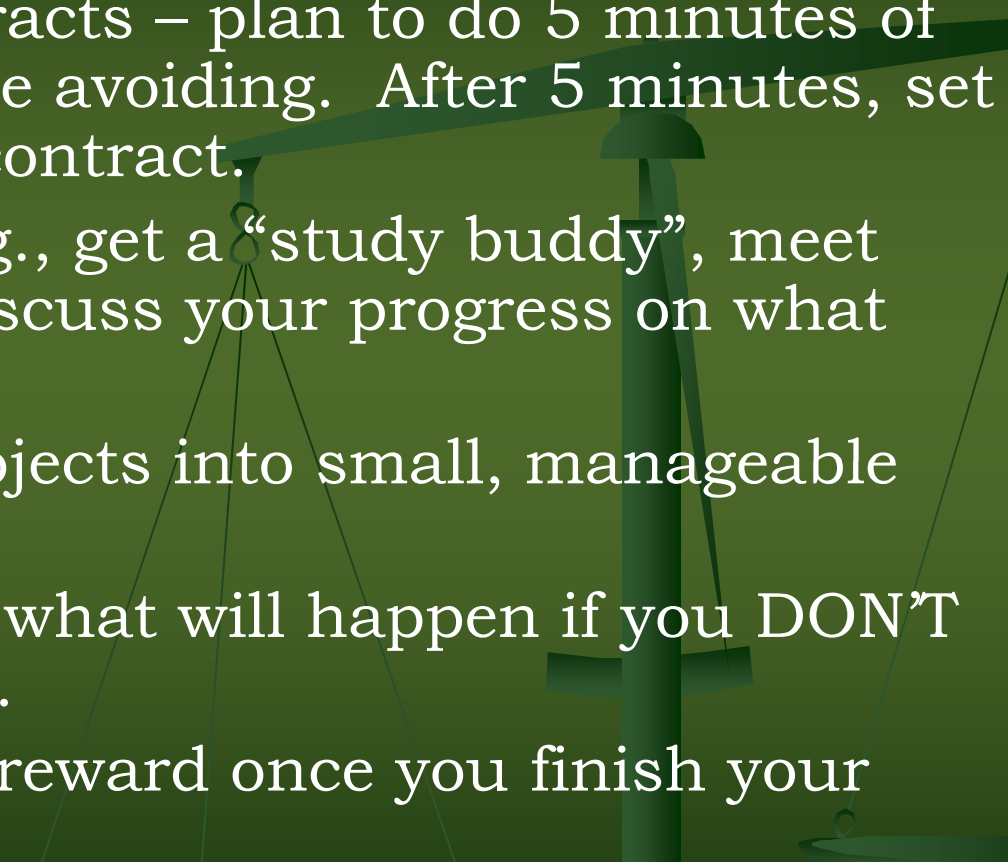


Reasons for Procrastination

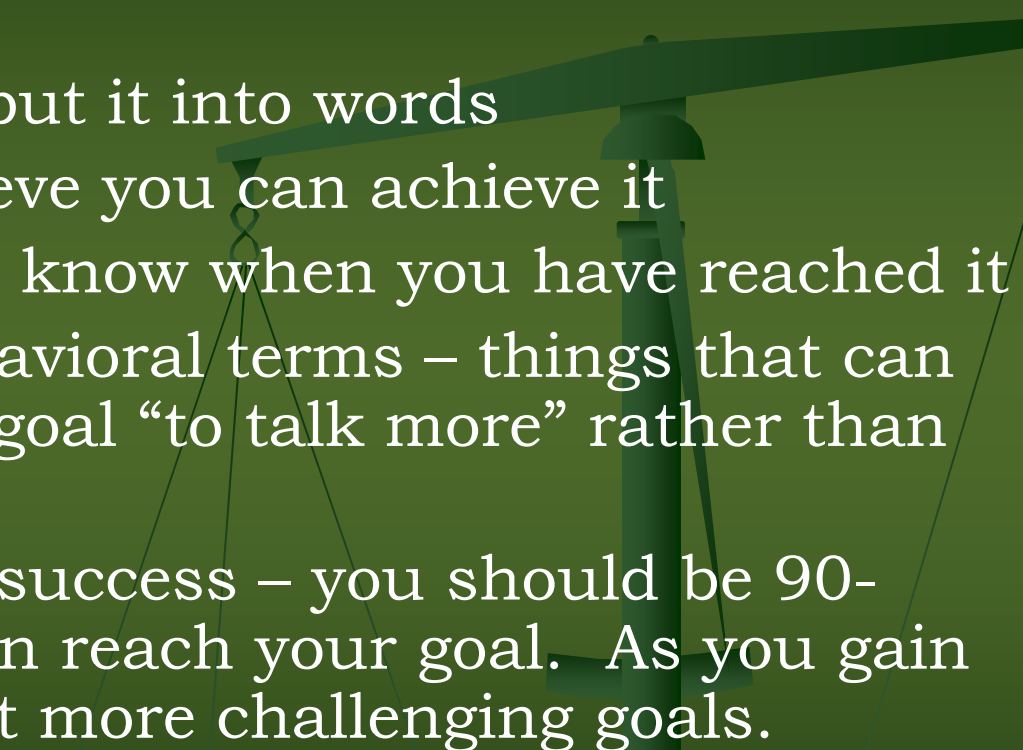
- Laziness, boredom, lack of interest or importance
- Perfectionism
- Fear of failure
- Fear of success
- Belief that you work better under pressure
- You are not supposed to do something



Overcoming Procrastination

- Use 5-minute contracts – plan to do 5 minutes of work on what you're avoiding. After 5 minutes, set another 5-minute contract.
 - Ask for support (e.g., get a “study buddy”, meet with someone to discuss your progress on what you're avoiding)
 - Break down big projects into small, manageable tasks.
 - Remind yourself of what will happen if you DON'T complete your task.
 - Promise yourself a reward once you finish your work
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Setting Goals

- A goal should be:
 - Specific – you can put it into words
 - Realistic – you believe you can achieve it
 - Measurable – you’ll know when you have reached it
 - Define goals in behavioral terms – things that can be seen (e.g., set a goal “to talk more” rather than “to be less shy”)
 - Set yourself up for success – you should be 90-95% certain you can reach your goal. As you gain more experience set more challenging goals.
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More on Goals

- Reward yourself after achieving your goal.
 - Evaluate yourself on how successful you have been (50%, 60%, 80% successful).
 - Evaluate yourself only on what you did or didn't do – not on the consequences of your goal, like how another person responded to your goal behavior.
 - Set yourself up for a “no-lose” situation. Even if you don't achieve your goal, you can “win” by learning how you don't succeed, or how you sabotaged your efforts. Learn from your experience rather than lay a guilt trip on yourself.
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