



TIME MANAGEMENT:

Highly Productive People

“You will never ‘find’ time for anything.
If you want time, you must make it.”
~ Charles Buxton ~

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High School vs. Traditional College

High School

- In class about 35 hours each week
- Some class time for homework
- Schedule is constructed by others
- Short lectures duplicate reading assignments



College

- In class about 15 hours each week
- Little class time for homework
- Student sets own schedule
- Extended lectures supplement outside/readings/assignments



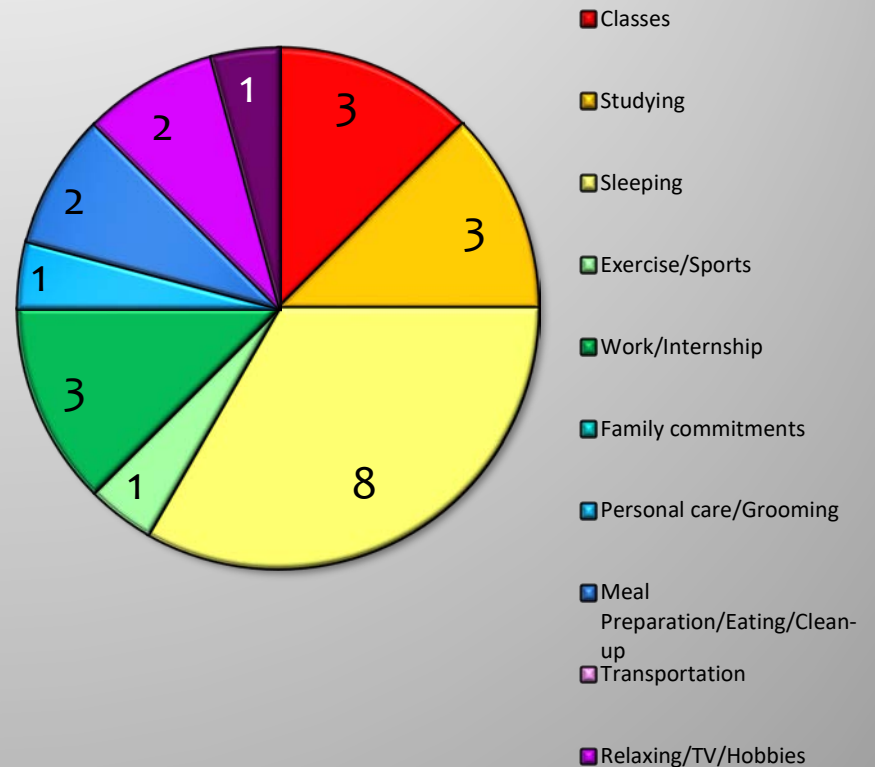
Numerous Distractions

- Friends
- Roommates
- Neighbors
- Fitness/Health
- Leisure activities
- Hobbies
- Television/Entertainment
- Children
- Others?



How Do You Spend Your 24 Hours?

- Take a few minutes to create your own pie chart
- Think about all of the different activities: classes, studying, sleeping, fitness, work, family, personal care, eating, transportation, relaxation/hobbies, socializing/entertainment, other...
- There isn't a lot of “wiggle room” in your schedule, is there?



Create a Plan

- Studies show students experience lower stress levels when there is a consistent routine
- A few minutes of planning each week can make a real difference in how your study time is organized and spent
- Create a master syllabus within the first week of class



Work Long-Range and Move to Short-Range

1. Make master term syllabus
2. Create a weekly plan
3. Prepare a daily “to-do” list



Session/Semester



Weekly



Daily

Now Let's Plan for the Entire Session!

- Master syllabus
- Helps to not “forget” about assignments
- Color-coding can be helpful
- Highlight when assignments are completed


September 2020

Blue = Biology
Green = English
Red = Wellness

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Read Ch 1 & 2 Read Ch 1	23 Read Ch 3 Read Ch 2 Complete Exercises 1 & 2	24	25 Read Ch 4 Write Essay Read Ch 1	26 Study for Quiz Edit Essay Complete Exercise 3	27
28	29 Read Ch 5 Read Ch 3 Read Ch 2	30 Read Ch 6 Start studying for Exam Read Ch 4 Presentation	31			

Weekly To-Do List

- First, block off all FIXED COMMITMENTS
 - Sleep
 - Eat
 - Class
 - Practice
- Next, highlight available STUDY TIMES
 - Keep studying to 45-60 minute chunks of time
- Finally, add in “extra” tasks
 - Hobbies
 - Entertainment
- Check the box when everything has been completed



Weekly To-Do List

- Remember to **take breaks** after spending roughly 45-60 minutes on a task. Breaks should be between 10-15 minutes. Reward yourself for staying on-task!
- Schedule in an **activity you enjoy** doing every day, whether that be exercising, free reading, or watching TV—just to name a few

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:00 am	Get Ready	Get Ready	Get Ready	Get Ready
8:00 am	Class	Class	STUDY – WellStr	Class
9:00 am	Class	Class	Strat/Succ. WS	Class
10:00 am	Class	Class		Class
11:00 am				
12:00 pm	Lunch	Lunch	Lunch	Lunch
1:00 pm	Class	Class		Class
2:00 pm				
3:00 pm	STUDY - Math	STUDY - Biology	STUDY - Math	STUDY - Biology
4:00 pm				
5:00 pm	Supper	Supper	Supper	Supper
6:00 pm	STUDY - Biology	STUDY - Math	STUDY - Biology	
7:00 pm				Brooklyn 99
8:00 pm	Exercise	The Voice	Exercise	
9:00 pm	STUDY – WellStr	Call Parents	Call Friends	STUDY - Math
	<input checked="" type="checkbox"/> My tasks were successfully completed today!	<input checked="" type="checkbox"/> My tasks were successfully completed today!	<input checked="" type="checkbox"/> My tasks were successfully completed today!	<input checked="" type="checkbox"/> My tasks were successfully completed today!

Wondering approximately how long it will take you to complete a reading assignment? Time yourself reading 10 pages in each of your textbooks. Some books will take more time to read than others. You may want to make a note to yourself regarding the time it takes you to read 10 pages in each textbook.

Evaluate Yourself After Week #1

- How much time did you spend studying?
- Were there any tasks you didn't complete?
 - How much additional time did you need?
- Were there any tasks that you hurried through and didn't complete to the best of your abilities?
- Make adjustments for the following week!



Example of Weekly To-Do List

Weekly To-Do List

Goals

1. Attend all of my classes
2. Participate in class discussions
3. Find a study partner for each class

Tasks

Completed

1. Read Chapters 1-2 for Biology
2. Read Chapters 3 for Biology
3. Read Chapters 4 for Biology
4. Study for Biology Quiz
5. Write English Essay
6. Read Chapters 1-2 for English
7. Exercises 1 and 2 for Wellness



"Your dreams are just around the corner – waiting to come true. Believe in yourself and know your hard work, persistence, and dedication will pay off. And when they do...they will be extra sweet because you will know you have earned your rewards.

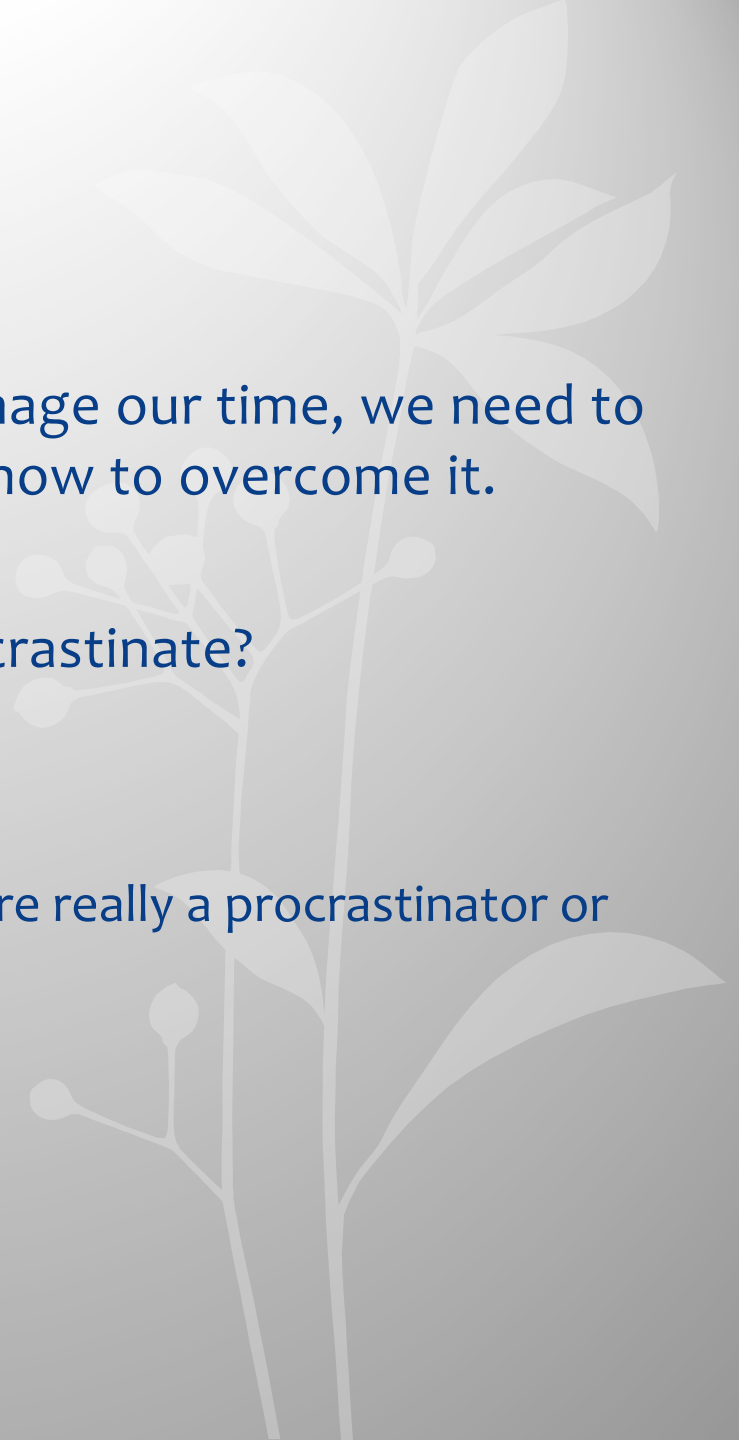
May you achieve all that you wish for – and more."

~ Jason Blume ~



Procrastination

- Now that we have looked at how to manage our time, we need to look at the topic of procrastination and how to overcome it.
- What are some reasons that people procrastinate?
- Are you a procrastinator?
 - Let's take this self-test to determine if you are really a procrastinator or not.



Procrastination Self-Test

- Number your paper from 1 – 12.
- Read each statement below and choose the word that best describes your behavior. Write the corresponding number you choose on your paper.
 - Never – 1 Occasionally – 2 Often – 3 Always – 4
- 1. I feel I have to “cram” before an exam.
- 2. My homework is turned in on time.
- 3. I think I get enough sleep.
- 4. I pull all-nighters before mid-terms and finals.
- 5. I plan activities with friends or family for a couple of nights a week and spend the amount of time with them that I planned.
- 6. When I’m working on a paper, I put off writing until a few days before it’s due.
- 7. I cancel social activities because I feel I don’t have enough time.
- 8. I get my papers in on time.
- 9. I find myself making a lot of excuses to my instructors about why my work isn’t done.
- 10. I feel comfortable about how I use time now.
- 11. I feel that something is hanging over my head, that I’ll never have enough time to do the work assigned.
- 12. I feel tired.

Score A – Add up the numbers for questions 1,4,6,7,9,11, and 12.

Score B – Add up the numbers for questions 2,3,5,8, and 10.

If **Score A** is greater than **Score B**, you are probably a procrastinator. If **Score A** is less than **Score B**, you manage your time well. If the scores are equal, you may procrastinate at times, but procrastination is not a habit.

Overcoming Procrastination

- Set realistic goals
- Do school work when your energy level is at its highest
- Break large tasks into smaller ones
- Work for realistic periods of time
- Avoid all-night study sessions
- Create an effective place to do your school work
- Allow extra time for unexpected things
- Schedule time for yourself
- Use your free time wisely
- Reward yourself when you have finished tasks on time



Additional Tips to Get the Most Out of Studying

- Study for 45-60 minutes at a time
- Take 10-15 minute breaks in between
- Switch subjects after each hour
- Start with the most difficult subject
- Reward yourself
- Work ahead—don't wait until the last minute



Time Management Will Help You...

- Increase your productivity
- Reduce your stress
- Improve your self-esteem
- Achieve a sense of balance
- Establish an important career skill

