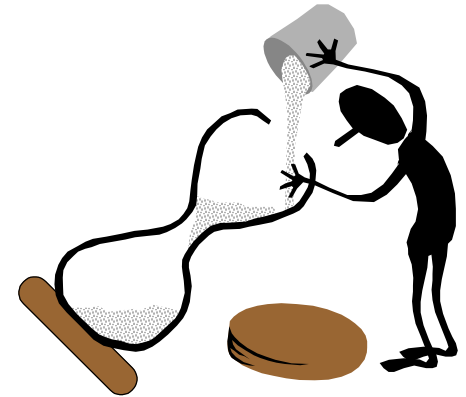




Time Management

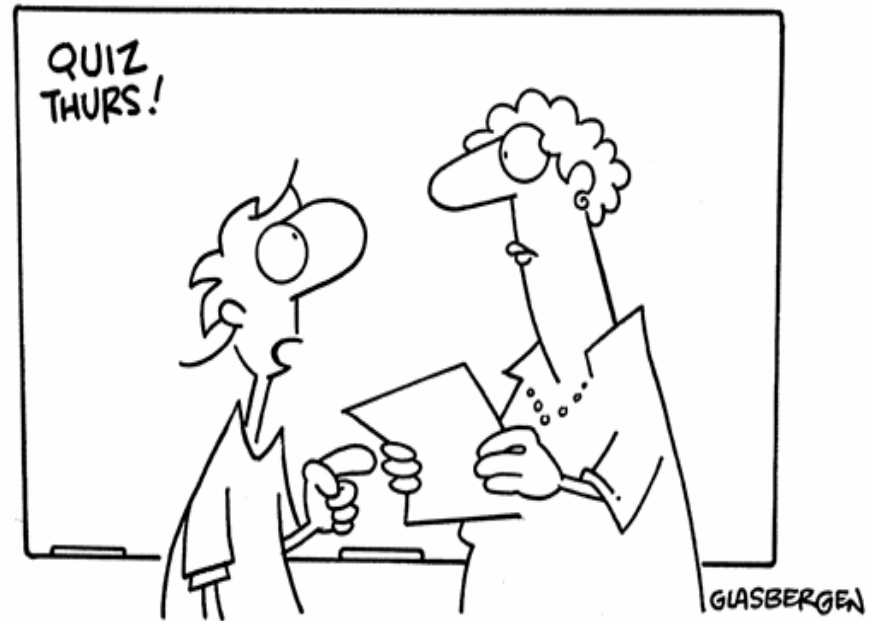
What to do and when...



What is time management?

- Organizing activities and setting priorities
- Allocating your time between activities
- One of the most important keys to college success, since students have more freedom than when in high school

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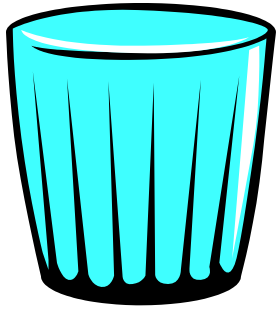
"I SPENT FIVE HOURS WORKING ON MY REPORT!
ONE HOUR TO GO TO THE MALL FOR AN INK CARTRIDGE,
TWO HOURS ON HOLD WITH TECH SUPPORT, 45 MINUTES
LOOKING FOR A SHEET OF WHITE PAPER, 30 MINUTES
SEARCHING FOR THE PERFECT FONT..."

Benefits of Time Management

- Gain time through organization
- Motivates to complete tasks
- Reduces avoidance of work to be done
- Promotes review and study time
- Eliminates cramming for tests
- Reduces anxiety



Picture this...



- Imagine a big, empty glass jar in your mind. Now fill the jar with rocks. Next, fill the empty spaces between the rocks with pebbles. Now fill the gaps with sand until the jar is completely full.
- Think about your average day or week as the jar. The things you do are the rocks, pebbles and sand. Is your jar full? Is it too full or not full enough?

How do you feel?

○ Not managing your time well can make you feel...

- Stressed out
- Frustrated
- Pressured
- Over-worked
- Tired

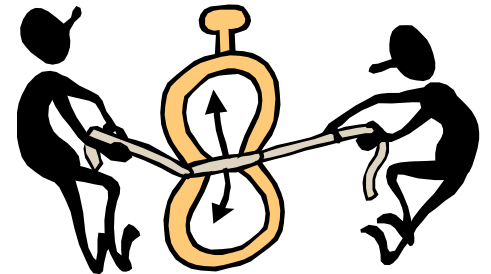


- This is when students tend to lose their grasp on their schooling

Don't let this happen to you!

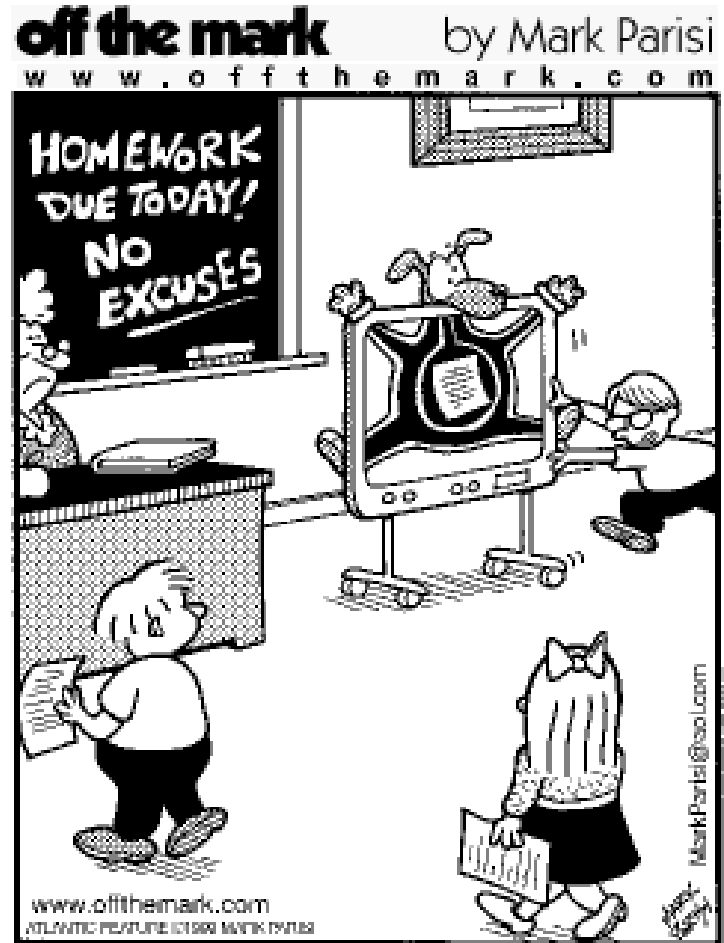
What demands your time?

- School – going to class, studying, writing papers, completing projects
- Work
- Activities – clubs or organizations on or off campus
- Friends & family
- Caring for yourself & others



How do I manage my time?

- Get organized
- Plan ahead
- Learn how to study
- Avoid distractions

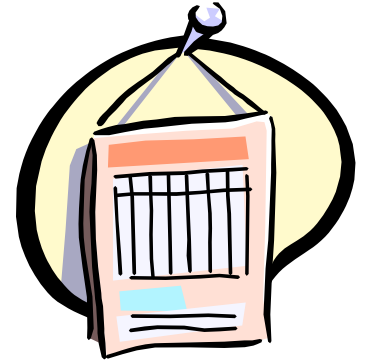


Get Organized



- Use a calendar – daily, weekly, or monthly
- Make a “to do” list for the day or the week
- Follow a routine each day or week. Unexpected things come up but sticking to a routine helps to manage those uncertain times
- Follow your natural time clock. Are you a morning, afternoon or evening person?

Plan Ahead



- Use your calendar to write down all of your upcoming tests, papers, quizzes, assignments and activities. Make sure to look ahead to college application and scholarship deadlines and add those too
- Look at the calendar for the month to see how busy you will be each week
- Study in advance if you have several class projects or activities during the same week

Learn How to Study



- Set aside specific times to study
- Study in short bursts each day, not for hours at a time right before a test. Getting in this habit now will help you adjust to college life
- Prioritize the material that you are studying based on the events on your calendar
- Review your notes after class ends to help retain what you just learned
- Study during the time of day when you are most alert
- Study while you wait – use index cards for study cards, write important ideas, terms, formulas, etc and review them while waiting for class, standing in line and more
- Explore the web for study strategies and tips – there are tons!

Avoid Distractions



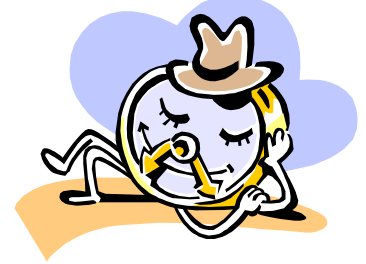
- Set aside a certain place for studying
- Reduce the distractions where you study
 - Don't eat, listen to music or the computer or watch tv while studying
- Establish certain times to study & stick to the times – create a routine
- Let others know you are studying & don't want to be disturbed
 - Make a “Do not Disturb- Studying” sign for your door

Expect the Unexpected

- Unexpected problems may arise that can affect your time management
- Try to be prepared and be able to deal with any problems that may occur
- Common problems
 - Mechanical / technical / computer
 - Illness
 - Family/friends
 - Love interest
 - Underestimated time



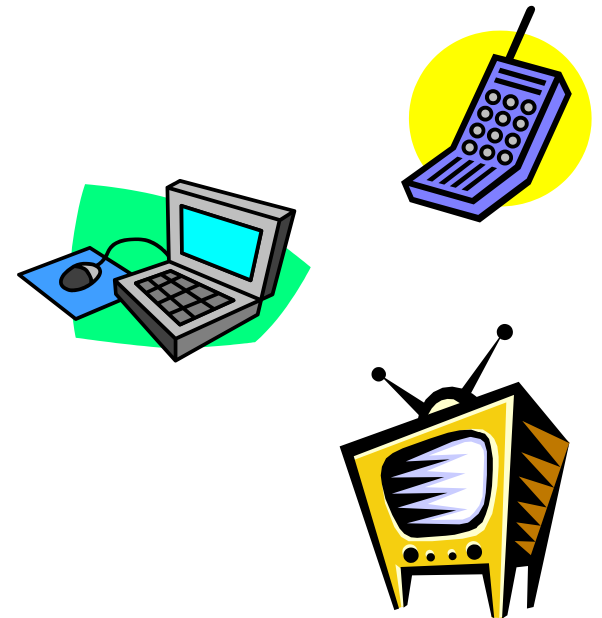
I'll do that later...



- Not keeping up with class work can have a snowball effect, the material builds and builds, making it harder to get caught up
- Tips to avoid procrastinating – a common problem for many students
 - Break big jobs down into smaller steps
 - Give yourself a reward for completing your work
 - Make a list of things to do and cross off the items as you complete them – it helps give you a feeling of accomplishment
 - Take control of your study environment, lessen distractions

Time Wasters

- Be careful of fun, yet unnecessary things that can use your time – you could spend that time accomplishing more important tasks
- Common time wasters
 - Instant messaging/ email
 - Talking on the phone
 - Television
 - Afternoon nap
 - Family & friend activities



Links

Try some websites to find out more about time management. (There are lots!) Here are just a few examples:

- www.ulc.psu.edu/studyskills/time_management.html
- www.personal.psu.edu/faculty/c/s/csr4/How_To_Survive/Introduction.htm
- www.mindtools.com/pages/main/newMN_HTE.htm
- <http://members.aol.com/rslts/tmmap.html>
- www.studygs.net/schedule/





In Conclusion

- Time management is a very useful tool for academic success
- Be aware of how you use your time and try to incorporate some of the ideas discussed today into your daily routine
- Use the web to get more ideas and to find out more about time management