

# Time Management

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Welcome to the Time Management workshop. While we are waiting to begin, please fill out the blank weekly schedule with your weekly activities, such as classes, work hours, athletic practices, clubs, and anything else you do that takes place at the same time every week.





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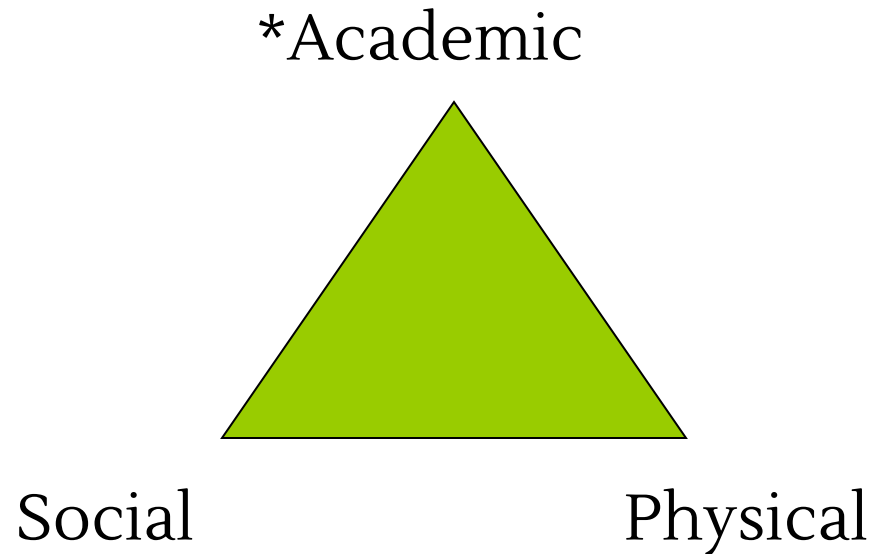
Time management skills will:

1. Help you set goals and identify the steps needed to achieve them.
2. Help you stay organized and in control of your academic and personal lives.
3. Get your work done!

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## Set Goals



\*A special emphasis will be placed on academic goals for the remainder of this workshop.

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## Academic Goals

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### Grading System

Grade	Level of Accomplishment	Quality Points
A	Highest Level of Work	4.00
A-		3.67
B+		3.33
B	Better than Average Work	3.00
B-		2.67
C+		2.33
C	Average Work	2.00
C-		1.67
D+		1.33
D		1.00
D-	Minimum Level of Passing Work	0.67
E	Failing Work	0.00

Student Learning Center

2009

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## Semester Honors

Dean's List=3.40-3.69

Dean's with Honors=3.70-3.99

President's List=4.0



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## Graduation Honors

3.40-3.59	Cum Laude
3.60-3.79	Magna Cum Laude
3.80 & above	Summa Cum Laude



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## Goal Formula

1. State Goal
2. Define Time frame
3. Strategize (list the specific actions you must take to fulfill the goal)
4. Visualize the Outcome

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## Goal Formula Example

Goal: *Dean's List*

Time Frame: *16 weeks*

Strategy: *Attend all classes, do all reading assignments, meet with professor regularly, schedule study time, work only 12 hours/week, make friends with at least one person from each class, take notes in class.*

Outcome: *Feel good about self. Parents proud. Get letters of rec. from faculty. Apply to be an RA. Get into Business Department.*



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## Schedules





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## **Semester at a Glance**

1. Provides the whole picture.
2. Provides a clearer sense of time so that you may make appropriate decisions about your use of time.



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## Master Weekly

1. Helps you determine quickly where you need to be at any given time during the week.
2. Helps you identify the blank spaces in your schedule so that you can schedule study time, exercise time, social time, etc.

Oh what fun!



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## Calendar Weekly

1. Write down due dates of papers and projects along with test dates from your course syllabi.
2. Break down larger assignments into small, manageable tasks.
3. Write each task on the appropriate dates.

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## Daily List

1. List and prioritize important tasks for the day.
2. Check items off as they are accomplished.



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## Class Time

1. Come prepared.
2. Review notes from previous class.
3. Listen attentively.
4. Take notes.
5. Ask questions.
6. Answer questions.



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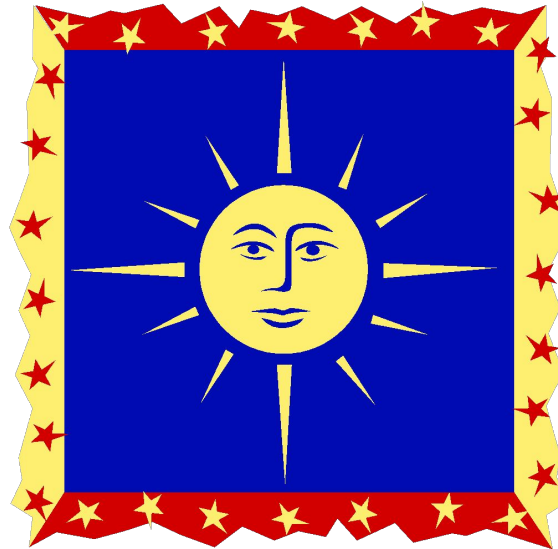
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Make the most of daylight hours!

Where?

When?

What?

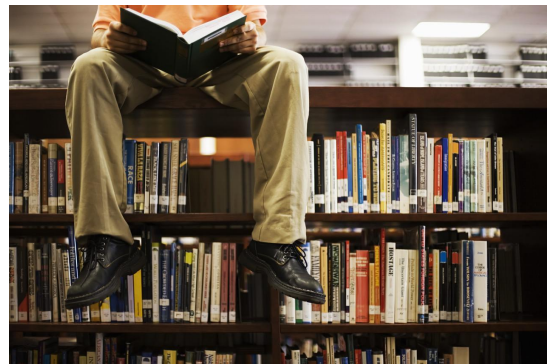


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## Day Time Hours: Where

1. Stay on campus.
2. Find a quiet, safe place to study.
3. Library, Student Learning Center, Department lounge.





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## Day Time Hours: When

1. Schedule blocks of time for study.
2. Use time between classes.
3. Use time before classes begin and after classes are over for the day.





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## **Day Time Hours: What**

1. Pre-read, read, take notes
2. Review class notes before and after classes.
3. Meet with tutors, classmates, professors.
4. Predict test questions.
5. Create study guides.
6. Use language to learn—talk and write about the subject matter.

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## Final Tips & Review

1. Don't let questions about material accumulate.
2. Get help: professors' office hours, tutors, reference materials, librarians.
3. Know what it means to study
4. Schedule study time.
5. Have a study place.
6. Be aware of how you are using your time.

