

**WORKSHOP #1:
TIME
MANAGEMENT**

AGENDA

- Introductions
- Master Syllabi/ Calendar-at-a Month
- 24 hr. Inventory & Weekly Schedule
- Creating To-do List w/ ABC technique
- Pomodoro Technique

WHAT YOU CAN DO TO ENHANCE YOUR TIME-MANAGEMENT SKILLS:

- Be conscious of the amount of time you spend on academic, social, and personal activities;
- The goal of time-management is to find a balance among all the things you need and want to do;
- **Being realistic is key!** It is nearly impossible to read 1,000-page textbook in a day!
- One way for college students to manage their time is with:
 - a planned weekly schedule
 - A month at-a-glance schedule
 - To-do list
 - Study techniques

TIME-MANAGEMENT PRE-ASSESSMENT ⁴

- Write (A) if you agree with the statement
 - Write (D) if you disagree with the statement
1. I tend to be on time for classes and appointments.
 2. I set aside time to study for exams.
 3. I set aside time to study or read my textbook even if I do not have an exam to prepare for.
 4. I regularly take part in social activities even though I have studying to do.
 5. I usually cram for exams.
 6. I usually feel prepared on the day of exams.
 7. With everything I have to do, I find it hard to complete assignments and projects on time.
 8. I do not experience “burn out” anytime between midterm and final exams.
 9. I write down the things that I need to do.
 10. I have enough time to get done what I need to, but I still find it hard to finish everything.
 11. I hardly ever feel pressured to get things done.
 12. Dealing with extenuating circumstances such as sorting out financial aid, getting extra tutoring, or seeing a professor during office hours seriously disrupts my daily or weekly routine.

TIME-MANAGEMENT ASSESSMENT ANSWER KEY

5

- For statements: 1, 2, 3, 6, 8, 9, 11
 - Give yourself 1 point for each statement that you said you agree with
- For statements: 4, 5, 7, 10, 12
 - Give yourself 1 point for each statement that you said you disagree with

WHERE DOES YOUR TIME-MANAGEMENT CLOCK IN?

- If you scored between 9 and 12 awesome! You are a good time manager.
- If you scored between 5 and 8, you are doing some things right.
- If you scored between 1 and 4, you need to spend extra time working on your skills.
- Regardless of your score, the tips on the following slides can help you improve your time management skills!



GENERAL TIME MANAGEMENT STRATEGIES

1. Make a master term syllabus (Month-at-a-Glance)
2. Create a weekly schedule
3. Use a prioritized “to-do” list
4. Use a study strategy

CALENDAR AT-A-GLANCE

- Complete at the beginning of each semester.
- Write in all assignment due dates from class syllabi
- Can be digital or paper
- Helps to not “forget” assignments
- Color coding can be helpful
- Highlight when assignments are completed

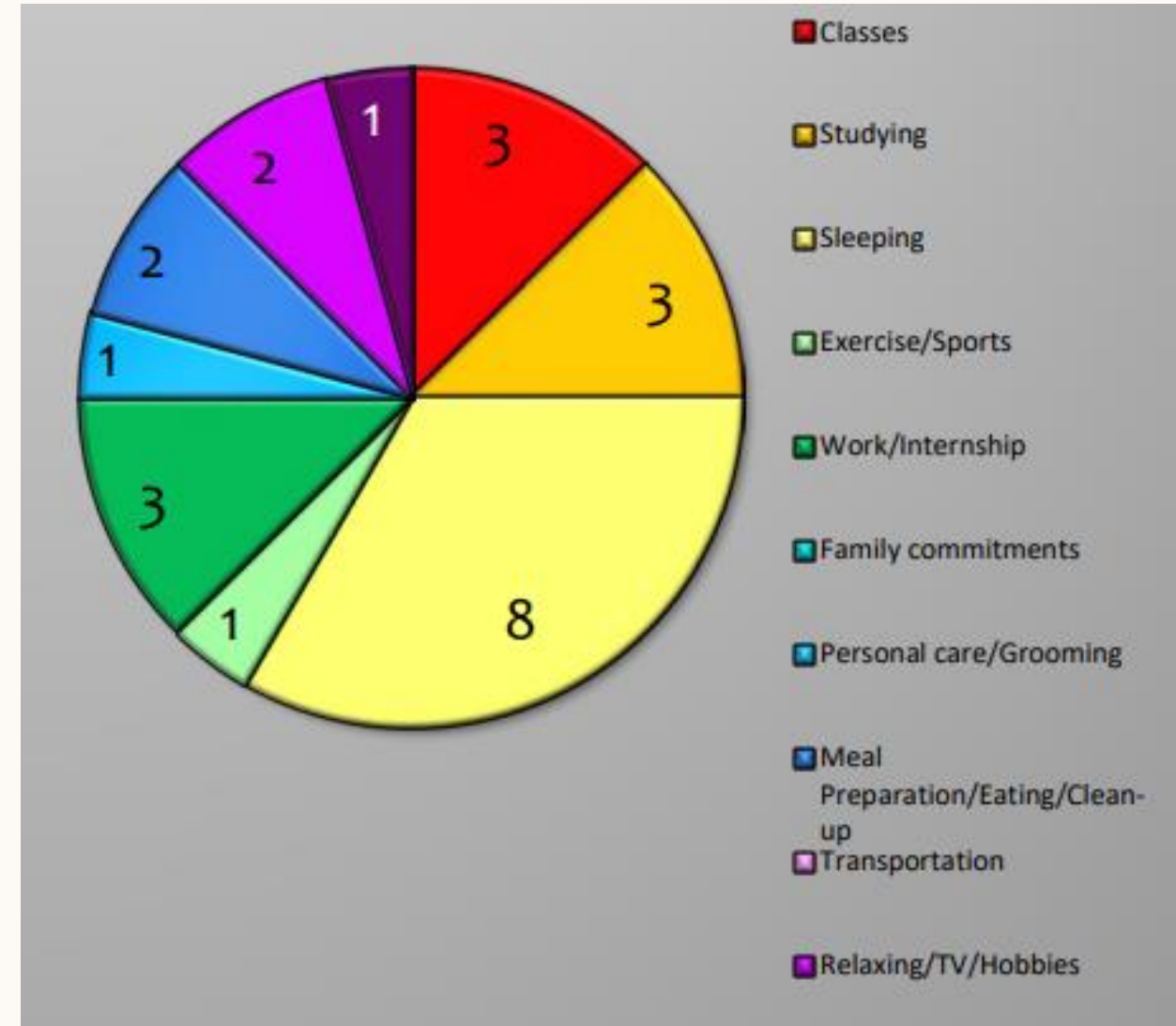
8
Blue = Biology
Green = English
Red = Wellness

September 2020

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			

HOW DO YOU SPEND YOUR 24 HRS?

- Think about all the different activities you do in a day:
 - classes, studying, sleeping, fitness, work, family, personal care, eating, transportation, relaxation/hobbies, socializing/entertainment, other...
- Fill out your 24 hour chart!
- Each slice is 1 hr.



Weekly Schedule

1. Block off all fixed commitments
 - a. Sleep
 - b. Eat
 - c. Class
 - d. Practice
2. Highlight available STUDY TIMES
 - a. Keep studying to 45-60 mins chunks of time if possible
3. Add in the rest of your responsibilities
 - a. Work
 - b. Entertainment/hobbies
 - c. Family time

Time	Monday	Tuesday	Wednesda	Thursday	Friday	Saturday	Sunday			
6:00	Wake-Up,	Wake-Up,	Wake-Up,	Wake-Up,	Wake-Up,					
6:30	shower,	shower,	shower,	shower,	shower,					
7:00	breakfast	breakfast	breakfast	breakfast	breakfast					
7:30	Drive to SLU	Drive to SLU	Drive to SLU	Drive to SLU	Drive to SLU					
8:00	English 101	Biology 101	English 101	Biology 101	English 101					
8:30										
9:00	Math 163	Study Math	Math 163	Study Math	Math 163					
9:30										
10:00	Math 163									
10:30	Tutoring		Math 163		Math 163					
11:00	Work on	Lunch	Work on	Lunch	Work on					
11:30						English	English	English		
NOON										
12:30	Lunch	History 101	Lunch	History 101	Lunch					
1:00										
1:30	Student	Free Time	Student	Free Time	Student	Study	Biology			
2:00										
2:30		Worker Job		Music 151		Worker Job	Music 151	Worker Job		
3:00										
3:30						Study	History			
4:00										
4:30	Drive Home	Study time	Drive Home	Study time	Drive Home					
5:00		for Biology		for Biology						
5:30	Free Time	and English	Free Time	and English	Free Time	Finish	and/or			
6:00								review	Math	
6:30										
7:00	Dinner	Dinner	Dinner	Dinner &	Dinner &					
7:30						Watch Tv	Free Time			
8:00				7pm-10pm						
8:30	Study time	Study time	Study time							
9:00	for History	for History	for History							
9:30	and Music	and Music	and Music							
10:00										
10:30										
11:00	SLEEP	SLEEP	SLEEP	SLEEP			SLEEP			
11:30										
MIDNIGHT					SLEEP	SLEEP				

HOW TO MAKE DAILY TO-DO LIST

1. Look at your weekly schedule
2. Start listing out all the tasks you need to do
3. Use checkboxes for you to check off as you complete tasks
4. Use the ABC prioritization strategy
 - A- MUST do today
 - B- WOULD be nice to finish
 - C- Can be pushed to tomorrow if needed

To Do: 9/28

- Complete PPT (A)
- Email professor (A)
- Eng 201 paper --at least 2 paragraphs (B)
- Cook dinner/prep lunch for tomorrow (A)
- Put laundry away (C)
- Start chap. 2 math (B)

STUDY STRATEGIES

Try the pomodoro technique if...

- Find little distractions often derail your work sessions
- You have lots of open ended work that could take an unlimited amount of time (e.g. studying for an exam, research for a project)
- Tend to underestimate how long something will take you to finish
- Like built in reward systems

WHAT IS THE POMODORO TECHNIQUE?

A method for staying focused and mentally fresh

STEP 1



Pick a task

STEP 2



Set a 25-minute timer

STEP 3



Work on your task until the time is up

STEP 4



Take a 5 minute break

STEP 5



Every 4 pomodoros, take a longer 15-30 minute break

- 1 pomodoro = 25 mins/15mins/10 mins
- You decide what works best for you and your focus abilities!

WE WANT YOUR INPUT!

- Scan the QR code to give us feedback about this session and future workshop sessions!