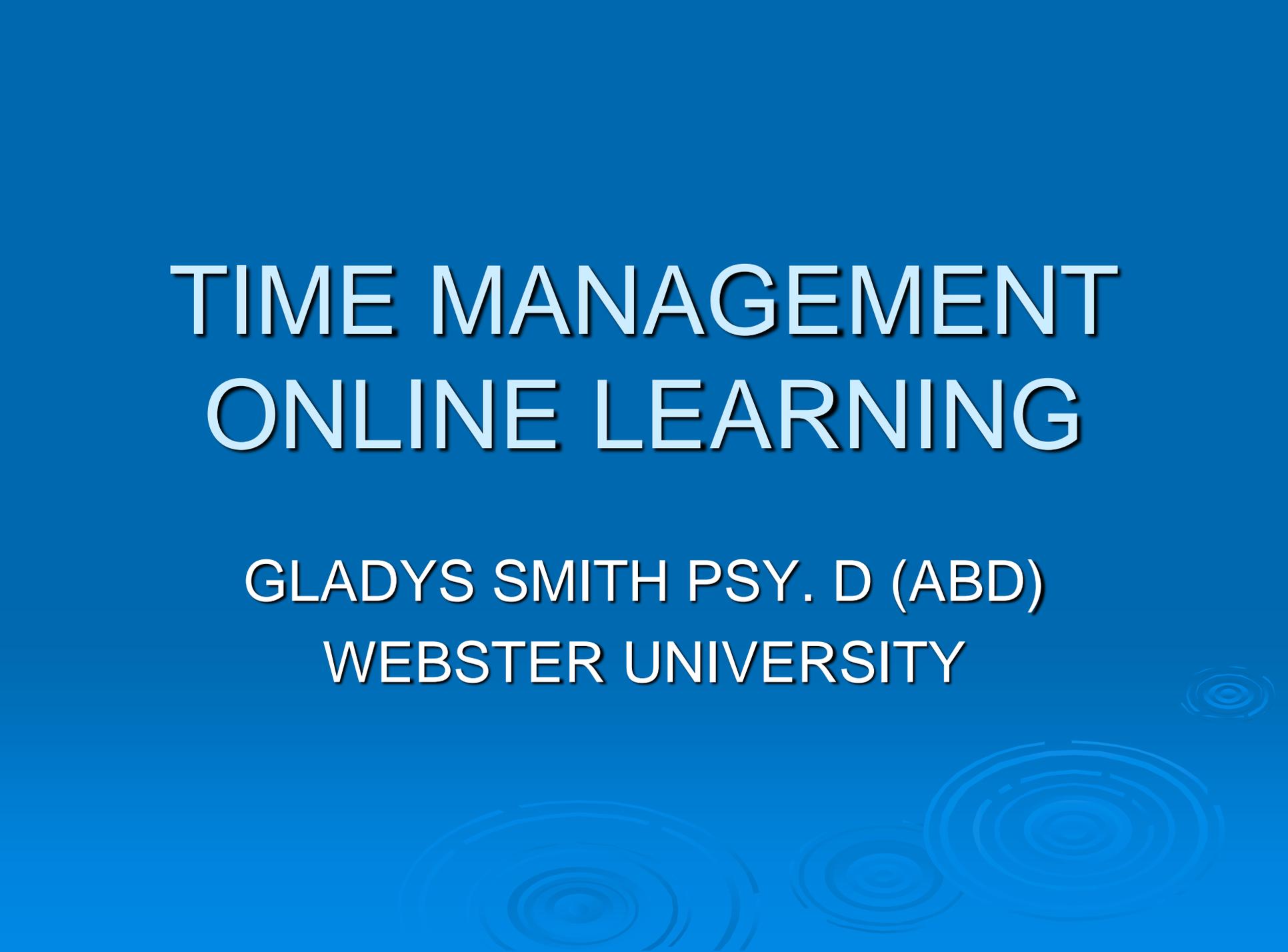


TIME MANAGEMENT ONLINE LEARNING

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WEBSTER UNIVERSITY



College Success

MANAGING TIME

- How much time do you have?
- How are you going to use it?
- What are your goals?
- What are your priorities?
- Do you have a schedule?
- Do you use a planner?
- Do you stick to your plans?
- Are you on time when you need to be?
- Do you put things off when you shouldn't?



How much time do you have?

Yes!



- There 168 hours in every week.
- Think of all the things you do.
- Make a list of all of them.
- Figure out how much time you spend on each of them.
- Add them all up.
- If you got more than 168, you need to do it again or re-schedule.
- Make sure you have time for your classes and outside study.

How are you going to use your time?

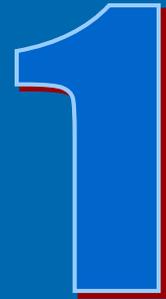
You need to set Goals

- Make your goals specific and concrete. Don't be vague.
- Set both long-term goals and short-term ones to support them.
- Set a deadline for your goals.
- Integrate your goals: school, personal and career.
- Monitor your goal-keeping.
- Change your goals if you need to.



How are you going to use your time? You need to set Priorities for your goals.

- What's important and what isn't?
- What order do things need to be done in?
- Once you know what your priorities are, you need to plan out a schedule for the semester, the week and the day.
- Planning may seem hard at first, but the more you do it, the easier and more natural it gets.



Do you have a schedule?

Set Up Your Semester Calendar

- Look at the syllabus for the class schedule.
- Begin with blocking all *class* and *lab* times.
- Block all other set time obligations:
 - Work, church, meetings and so on...
- Highlight all *exams* and project *due dates*.
- Identify routine homework days.
- Work backwards from exams and papers and map out study/writing time.
- Don't forget to take a break once in a while.

All work and no play will drive you nuts!

Do you have a schedule?

Create and Monitor a Weekly Plan

- Spend 30 minutes or so mapping out the week.
- Ask yourself these questions about the week:
 - What do I expect to accomplish?
 - What will I have to do to reach these goals?
 - What tasks are more important than others?
 - How much time will each activity take?
 - When will I do each activity?
 - How flexible do I have to be to allow for unexpected things?

Where does the time go?



Remember to Expect the Unexpected...

Do you have a schedule?

Organizing Your Day:

“Work smarter, not harder.”- Alan Lakein

- Set realistic goals, there are only 24 hours in a day.
- Use spare time to review.
- Study at the same time each day: make it a habit
- Divide study time into 50-minute blocks.
- Don't forget to reward yourself when you do something right!

Take it one day at a time...

Do you use a Daily Planner?

- Complete a term assignment preview.
- Use a “week at a glance” organizer.
- Enter in due dates and social events as soon as you can.
- Review your calendar daily for the current week and upcoming week.
- It just takes a moment to review your calendar and it relieves stress to know you are on top of things.

The Man
With
The
Plan!



Do you stick with your plans?

Are you punctual?

Do you get things in on time?

You be on time, then I don't have to do it for you



Do you put things off?

Well, it's time to deal with the most dreaded, dangerous time monster of all...



PROCRASTINATION

Procrastination:

“Never do today what you can put off till tomorrow!”

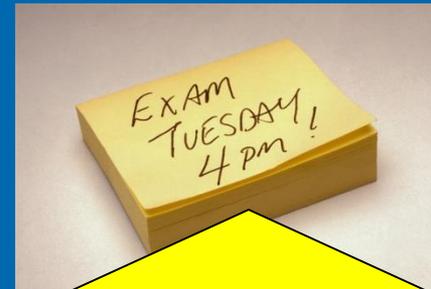
Forms of procrastination:

- Ignoring the task, hoping it will go away
- Underestimating how long it will take
- Overestimating your abilities and resources
- Telling yourself that poor performance is okay
- Doing something else that isn't very important.
- Believing that repeated “minor” delays won't hurt you
- Talking about a hard job rather than doing it
- Putting all your work on only one part of the task
- Becoming paralyzed when having to make choices



How to Overcome Procrastination

- Commit, commit, commit to being on time.
- Set and keep deadlines.
- Organize, schedule & plan.
- Divide a big job into smaller ones.
- Make a game of it! Make it fun!
- Give yourself a prize when you're done



Use lots
of
Stickies

PLAN AHEAD

Revisit Your Values

- Knowing what is most valuable to you gives direction to your life.
- Your energy should be oriented first toward things that reflect the values that are most important.
- Examine your values to help you make time management decisions.



Time is a very valuable resource.

Time Management Myths

- *Time management is nothing but common sense. I do well in school and I'm happy, so I must be managing my time effectively.*
- *I work better under pressure and time management would take away that edge.*
- *People take time management too seriously and that takes all the fun out of life.*
- *The stuff they teach you in time management is a lot of work. I don't have time for that.*



Don't you believe it!!!

Tackle Time Wasters

- First, learn to recognize when you're wasting time.
- Decide what you need to do and can realistically do.
- Learn how to say "NO" when you don't have time.
- Use an answering machine and return calls at your convenience. The telephone is a major time killer.
- Learn to say "I can't talk right now. I'll get back to you."
- Wasting time is often linked to a lack of self-discipline.
- Ask yourself, "Do I really need to do this or not?"



**Time is your friend,
use it wisely.**

Time Management Techniques

The Set Time Method

Block out a specific time to accomplish a task.

Examples:

Monday 1:00—2:00 Work physics problems

Saturday 9:00—11:30 Go to the gym



The Swiss Cheese Approach

Whenever you find yourself with some free time, do a small part of a larger task

Examples:

Arrive to class 10 minutes early and brainstorm research ideas

While waiting for your friend to arrive for lunch, review notes from today's History lecture



REVISE and PREVIEW: Staying on top of things...

- **Immediately** note all changes.

Exam/Paper due date revisions

Meeting additions/cancellations

Work schedule changes

Upcoming visitors, etc., etc...

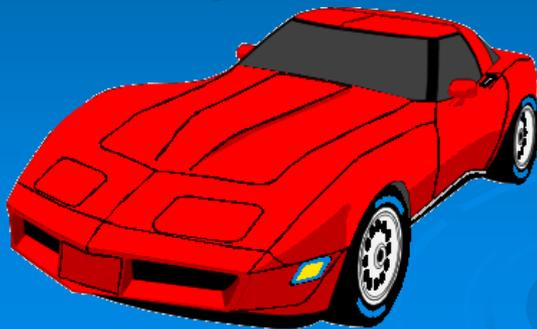


- **Preview the upcoming week** making any necessary adjustments.
- **Preview each day** to see what might happen...

Be Prepared!

If you commute to school, you can

- Audiotope lectures.
- Go over what you learned in class on your way to or from work.
- If you carpool with others from your class, use the time to discuss class material.
- Exchange phone numbers with other students early in the semester.
- Create a personal commuter telephone directory.



How effective Time Management works for you...

- 🕒 You are more productive.
- 🕒 You reduce your stress.
- 🕒 You improve your self-esteem.
- 🕒 You achieve balance in your life.
- 🕒 You conquer multitasking.
- 🕒 You establish an important skill.
- 🕒 You reach your goals.

Your time is well spent.

