TIME MANAGEMENT WORKSHOP

ACADEMIC SUCCESS CENTER

TIME MANAGEMENT WORKSHOP
OVERVIEW OF SERVICES

Academic Coaching
Psych 131: Academic Skills
Workshops
Tutoring Services
Supplemental Instruction (SI)
OBJECTIVE AND ROADMAP

Introduce various time management strategies to help you increase your semester organization and productivity.

Time Management Self-Analysis
Time Management Strategies
Prioritization Strategies
Time Management Reflection

How does time management relate to academic success?
TIME MANAGEMENT SELF-ANALYSIS

1. What are my best times of the day? (most alert and energetic)

2. What are my worst times of the day? (low energy, sleepy)

3. What are my biggest distractions?

4. What areas of time management do I currently do well? (What strategies do I currently utilize?)

5. What can I improve when it comes to time management?
Time Management Strategies

Semester at a Glance | Weekly Schedule
### Fill in the following:

1. Quizzes and Exams
2. Major Due Dates
3. Important Personal Dates

*Tip: Color Code by class or commitments*
WEEKLY SCHEDULE

Fill in the following:

1. Non-negotiables (classes, work)
2. Self Care (eating, sleeping, etc.)
3. To-Do List (at bottom of each day)
4. Planned time to complete the items on your daily To-Do list

*Tip: Be specific and color code

www.asc.dso.iastate.edu
Prioritization

How do you currently prioritize your tasks and assignments?
**Do Vs. Due**

**How to fill out:**

- Write down all of your weekly due dates in the “DUE” row.
- Write down all of your meetings, commitments, etc. in the “EVENTS” row.
- Decide when you want to complete the assignments that are due and fill in the “TO-DO” row accordingly.
# ABC TO-DO LIST

## How to fill out:

- Write down all of your weekly to-dos in the top section
- Assign a priority status to each of the items on your to-do list for each day of the week
- Whatever doesn’t get done carries over to the next day

### Weekly To-Do List with ‘The ABC Method’

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>‘A’ Items:</strong></td>
<td><strong>HGH PRTY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very important, critical items, with close deadlines or high level of importance to them.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>‘B’ Items:</strong></td>
<td><strong>MED PRTY</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Quite important yet not as critical as ‘A’ items, but still important to spend time on</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>‘C’ Items:</strong></td>
<td><strong>LW PRTY</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Not crucial at this time, low consequences if left undone at this moment.</td>
<td></td>
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</tr>
</tbody>
</table>

First, go ahead and do a mind-dump of EVERYTHING you need to do:

This week, I need to...

Now, you are going to pull from the above ‘mind-dump’ inventory and place them into the appropriate boxes below. We’re going to apply the ABC Method to a Weekly To-Do List. Each task you have on your to-do list will have different priorities: A, B, or C.
OTHER THINGS TO CONSIDER...

USE TIME WISELY
• Make use of daylight hours
• Study before and after classes
• Get into a routine – study at the same time everyday
• Overestimate how much time a task will take

BREAK IT DOWN
• Use the Pomodoro Technique
• Plan ahead and break larger tasks into small chunks
• Work on assignments over the course of the week instead of all in one day

GIVE YOURSELF A BREAK
• Leave unscheduled time for flexibility
• Plan in time to relax or have fun!
• Develop a rewards system
Wrap-up

What was one strategy we covered today that you would like to implement into your time management system?
POST-WORKSHOP SURVEY

https://tinyurl.com/y56ollgyr
FOLLOW US ON INSTAGRAM AND TWITTER @iowastateasc
CONTACT US

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