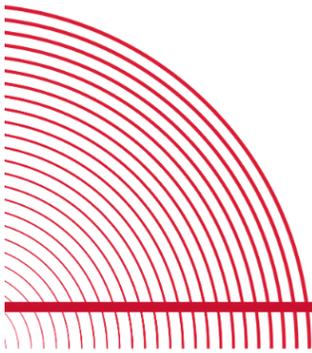


Time Management

Time Management is an essential aspect of academic success. In this interactive workshop, participants will learn strategies on how to effectively manage their time and prioritize their tasks.

Packet Contents:

- Time Management Handouts
- Prioritization Handouts



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TIME MANAGEMENT SELF-ANALYSIS

1. What are my best times of the day? When am I most alert and energetic?
2. What are my worst times of day? When am I tired and have the lowest energy?
3. What are my biggest distractions? What prevents me from getting things done?
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 HANDOUTS

Handout Descriptions and Uses

Semester-At-A-Glance Handout

Description:

This handout will allow you to have a birds-eye-view of all 17 weeks of the semester. This will eliminate any surprises for you as you will always know when all of your tests, projects, homework, and even birthdays are coming up.

Ways to Use It:

Using your course syllabus, fill out all of your quiz/exam dates, major due dates, and important personal dates. We recommend not putting too many details on this resource because it can become messy and overwhelming. It can also be helpful to color-code by class or commitment.

Tip: Hang up your Semester-at-a-Glance somewhere you will see it often

Weekly Schedule Handout

Week at a Glance: Use this to better organize your upcoming week. You can use this every week or just for final exams throughout your semester.

Priorities for this week (Personal)	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	8:00 AM							
	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
	7:00 PM							
	8:00 PM							
	9:00 PM							
	10:00 PM							
	11:00 PM							
	12:00 AM							
Priorities for this week (School)	Time							
	8:00 AM							
	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
	7:00 PM							
	8:00 PM							
	9:00 PM							
	10:00 PM							
	11:00 PM							
	12:00 AM							
My Weekly Schedule	Time							
Week of:	1-14							
	1-14							
	1-14							

Description:

This handout can be used to plan out how you will spend your time each week. Planning your time allows for a more detailed and focused plan that will help you be more productive with your time. This handout can also help you keep track of your to-do lists and priorities for the week.

Ways to Use It:

To use this handout, you should start by filling in your non-negotiables for the week. Typically, non-negotiables include classes, work, or important club meetings. Next, you will fill in your "self-care" items. These can include time for eating meals, sleeping, and working out. Next, you should fill out your to-do list at the bottom of each day. After that, you should plan and schedule time in each day to complete the items on your to-do list.

Tip: Be specific with how you will spend your time throughout the week. For example, instead of saying you are going to "Study", you could say "Study BIO 101 Chapter 1"

*Full-size, printable versions of the handouts are available online: <http://www.asc.dso.iastate.edu/resources/time>

SEMESTER-AT-A-GLANCE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Aug-23	24	25	26	27	28	29
2	30	31	Sept-1	2	3	4	5
3	6	7 Labor Day	8	9	10	11	12
4	13	14	15	16	17	18	19
5	20	21	22	23	24	25	26
6	27	28	29	30	Oct-1	2	3
7	4	5	6	7	8	9	10
8	11	12	13	14	15	16	17
9	18	19	20	21	22	23	24
10	25	26	27	28	29	30	31
11	Nov-1	2	3	4	5	6	7
12	8	9	10	11	12	13	14
13	15	16	17	18	19	20	21
14	22 Fall Break	23	24	25	26	27	28
15	29	30	Dec-1	2	3	4	5
16	6 Dead Week	7	8	9	10	11	12
17	13 Finals Week	14	15	16	17	18	19

*You can pick up a full-sized Semester-At-A-Glance at the Academic Success Center in 1060 Hixson-Lied.

WEEKLY SCHEDULE

Priorities for this week (Regular)	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		6:00 AM						
	7:00 AM							
	8:00 AM							
	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
Priorities for this week (Special)	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
	7:00 PM							
	8:00 PM							
	9:00 PM							
	10:00 PM							
	11:00 PM							
My Weekly Schedule								
Week of: _____	To-Do List →							

PRIORITIZATION HANDOUTS

Using the *Week and Semester-At-A-Glance* can be useful to get a birds-eye-view of your schedule. However, what happens when school and life starts to get really busy? Within this section, you will find two different prioritization handouts to help you really plan your time wisely throughout your week.

*Full-size, printable versions of the handouts are available online: <http://www.asc.dso.iastate.edu/resources/time>

Handout Descriptions and Uses

Do Vs. Due Handout

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DUE	DUE	DUE	DUE	DUE	DUE	DUE
TO-DO	TO-DO	TO-DO	TO-DO	TO-DO	TO-DO	TO-DO
EVENTS	EVENTS	EVENTS	EVENTS	EVENTS	EVENTS	EVENTS

Description:

Provides a structured, weekly calendar that gets the student in the habit of thinking ahead and planning "work time" for assignments.

Ways to Use It:

We recommend filling this out weekly (either Sunday evening or Monday morning) so you are able to see what is due during the week and WHEN you should be working on the assignments/studying. This resource also allows space for you to fill in your "events" for the week. This could include any meetings you may have or your work schedule.

ABC To-Do List Handout

Weekly To-Do List with the ABC Method

Each task you have on your to-do list will have different priorities: A, B, or C.

"A" Items: HIGH PRIORITY	"B" Items: MEDIUM PRIORITY	"C" Items: LOW PRIORITY
---------------------------------	-----------------------------------	--------------------------------

How pull from the above inventory and place them into the appropriate boxes below:

Week of:	"A" Items: HIGH PRIORITY	"B" Items: MEDIUM PRIORITY	"C" Items: LOW PRIORITY
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Description:

It provides a different way to prioritize your hectic schedule. The ABC Method was originally developed by Alan Lakein and consists of assigning a priority status of "A," "B," or "C" to each of the items of your to-do list or task list.

Ways to Use It:

This allows you to use the ABC method of prioritization to organize your busy week! It allows you to take a total inventory (called the Mind Dump) of all you need to do within a week and then fill them into the high, medium, or low priority categories for each day of the week. Just remember that whatever doesn't get completed will need to be carried over to the next day!

Weekly To-Do List with 'The ABC Method'

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

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 :

Week of:

"A" items:
HIGH PRIORITY

Very important, critical items, with close deadlines or high level of importance to them.

"B" items:
MEDIUM PRIORITY

Quite important over time, not as critical as "A" items, but still important to spend time on

"C" items:
LOW PRIORITY

Not crucial at this time, low consequences if left undone at this moment.

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			