1060 Hixson-Lied Student Success Center
OVERVIEW OF SERVICES

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

To develop a time management system that allows for productivity.

Time Management Self-Analysis
Time Management Strategies
Work Time
Principles of Time Management
Time Management Reflection

What people have given you guidance or advice about managing your time in the past?
Time Management Reflection

What tangible techniques have these individuals been able to provide? What techniques have you already learned?
TIME MANAGEMENT COMPARISON

GOOD TIME MANAGEMENT

- Feel prepared
- Organized
- Confident
- Relaxed
- Able to Meet Deadlines

BAD TIME MANAGEMENT

- Frazzled
- Rushed
- Tired
- Stressed
- Miss Deadlines
TIME MANAGEMENT SELF-ANALYSIS

1. What are my best times of the day? (most alert and energetic)
2. What are my worst (low energy, sleepy) times of the day?
3. What prevents me from getting things done?
4. What helps me get things done?
5. What seems to be the one biggest problem for me in getting organized to complete tasks?
Time Management Strategies

Weekly Schedule | Semester at a Glance | Weekly Task Sheet
**WEEKLY SCHEDULE**

**Weekly Schedule Exercise**

1. Classes
2. Work/Student Orgs
3. Eating/Sleeping/Working Out
4. Weekend non-negotiables
5. Study Time

---

### Weekly Schedule

<table>
<thead>
<tr>
<th>Time</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>6:00 AM</td>
<td>Review Spanish Notes</td>
<td>Wakeup</td>
<td>Wakeup</td>
<td>Wakeup</td>
<td>Wakeup</td>
<td>Wakeup</td>
<td>Wakeup</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>Attend Biology 111</td>
<td>BIO 111</td>
<td>BIO 111</td>
<td>BIO 111</td>
<td>BIO 111</td>
<td>Wakeup</td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Go to Calc Tutor</td>
<td>STUDY</td>
<td>Wakeup</td>
<td>STUDY</td>
<td>Wakeup</td>
<td>WORK</td>
<td>Wakeup</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Laundry</td>
<td>MATH 105</td>
<td>STUDY</td>
<td>MATH 105</td>
<td>STUDY</td>
<td>MATH 105</td>
<td>STUDY</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Meal Prep</td>
<td>ENGL 150</td>
<td>ENGL 150</td>
<td>ENGL 150</td>
<td>ENGL 150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 AM</td>
<td>Priorities for this week (Special)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Start Writing English Paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Practice Spanish Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Biology Quiz</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*www.asc.dso.iastate.edu*
SEMESTER AT A GLANCE

Big Picture Exercise

1. Deadlines
2. Quizzes and Exams
3. Meetings
4. Important Personal Dates
5. Fun Planned Activities

*Tip: Color Code and Create a Key
Prioritization

What happens when life starts getting hectic?

What do you do when there’s so much to get done and not enough time?
- Traditionally structured weekly to-do list
- Use for all applicable schoolwork and personal tasks
- Great for people who want to be detailed
- Use this weekly or during hectic times!

<table>
<thead>
<tr>
<th>Day</th>
<th>Course</th>
<th>Activity/Task</th>
<th>Due Date</th>
<th>Time Est.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUESDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Midweek check: As you approach the middle of the week, evaluate what tasks you have remaining above versus those you planned to complete during the second half of the week. Which tasks are more urgent/higher priority?
WORK TIME
# PRINCIPLES OF TIME MANAGEMENT

## USE TIME WISELY
- Make use of daylight hours
- Study before a class that has frequent pop quizzes or class discussion
- Study immediately after lecture classes
  - Carry books with you, flashcards, review lecture notes
- Study at the same time everyday – form habits

## PLAN AHEAD
- Plan ahead enough time to study
- Space study periods
  - Rotate which subjects you study every few hours
- Complete activities by priority
- Study during your prime brain functioning time

## GIVE YOURSELF A BREAK
- Leave unscheduled time for flexibility
- Utilize short periods of free time
- Plan cell phone breaks
FOLLOW US ON INSTAGRAM AND TWITTER @iowastateasc
CONTACT US

1060 Hixson-Lied Student Success Center
Find us off the 23 orange bus route
Phone: 515-294-6624
• Email: success@iastate.edu
• Web: www.asc.dso.iastate.edu