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 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</td>
<td>Wakeup</td>
<td>Wakeup</td>
<td>Wakeup</td>
<td>Wakeup</td>
<td></td>
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<tr>
<td>7:00 AM</td>
<td>Notes/Study</td>
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<tr>
<td>7:00 AM</td>
<td>Go to Calc Tutor</td>
<td>Study</td>
<td>Wakeup</td>
<td>Study</td>
<td>Work</td>
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<td>Wakeup</td>
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<tr>
<td>8:00 AM</td>
<td>Biology 311</td>
<td>Biol 211</td>
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<td>Biol 211</td>
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<tr>
<td>9:00 AM</td>
<td>Study</td>
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<tr>
<td>11:00 AM</td>
<td>Math 105</td>
<td>Study</td>
<td>Math 105</td>
<td>Study</td>
<td>Math 105</td>
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<td>Study</td>
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<tr>
<td>12:00 PM</td>
<td>Nordic 310</td>
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<tr>
<td>1:00 PM</td>
<td>Spanish 97</td>
<td></td>
<td></td>
<td>Study</td>
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<td>2:00 PM</td>
<td>Study</td>
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<tr>
<td>3:00 PM</td>
<td>Yoga</td>
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<tr>
<td>4:00 PM</td>
<td>Writing</td>
<td>Study</td>
<td>Spanish club</td>
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<tr>
<td>6:00 PM</td>
<td>Practice</td>
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<td>Spanish club</td>
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<tr>
<td>7:00 PM</td>
<td>bridge</td>
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<td>Study</td>
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<td>8:00 PM</td>
<td>Math club</td>
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<tr>
<td>9:00 PM</td>
<td>Netflix</td>
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<td>10:00 PM</td>
<td>Netflix</td>
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<td>11:00 PM</td>
<td>Sleep</td>
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### My Weekly Schedule

- **Week of:** Oct 15 - Oct 21
- **To-Do List:**
  - Bio HW
  - Study
  - BIo Quiz
  - Calc HW
  - Spanish Notes
  - Study for Calc Exam
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?
WEEKLY TASK SHEET

- 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!

### Time Management: Weekly Task Sheet

**Daily Task Sheet for the Week of: __________**

<table>
<thead>
<tr>
<th>Course</th>
<th>Activity/Task</th>
<th>Due Date</th>
<th>Time Est.</th>
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### Tuesday

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*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?*
ABC TO-DO LIST

- Assign a priority status of “A,” “B,” or “C” to each of the items on your to-do list
- Utilize a “mind dump” or total inventory of the week to organize high, medium, and low priorities
- Whatever doesn’t get done carries over to the next day
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
CONTACT US

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