

Time Management



Learning Center
Academic Success Workshop

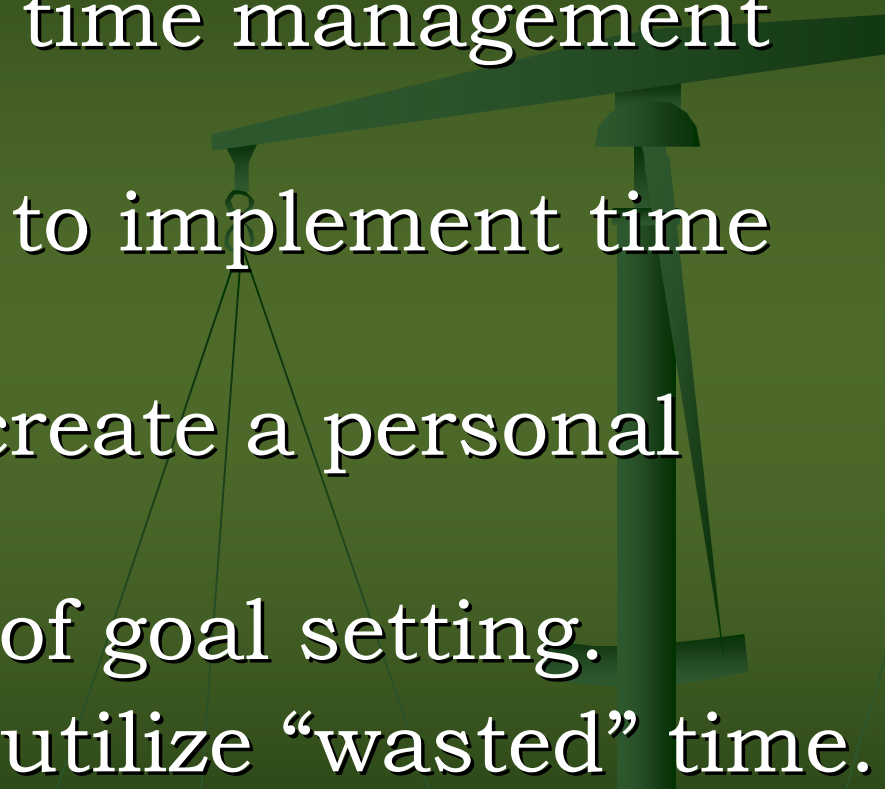
Courtesy of: the Learning Center at California State University, Fresno

Statement of Purpose

- To provide simple, “can-do” success strategies on time management and goal setting
- To provide reasons and motivation to USE these strategies ! !



Objectives

- Learn effective time management strategies.
 - Discover ways to implement time management.
 - Learn how to create a personal schedule.
 - Learn aspects of goal setting.
 - Learn ways to utilize “wasted” time.
- 

One of the greatest problems of college students is over commitment. College life includes:

- Attending class
- Working
- Commuting
- Athletics
- Homework
- Studying
- Grooming
- Exercising
- Socializing
- Relaxing
- Eating
- Sleeping
- Parenting
- Family



Question?

- What issues are you having with time management?



Why Manage Your Time?

- Time = Freedom

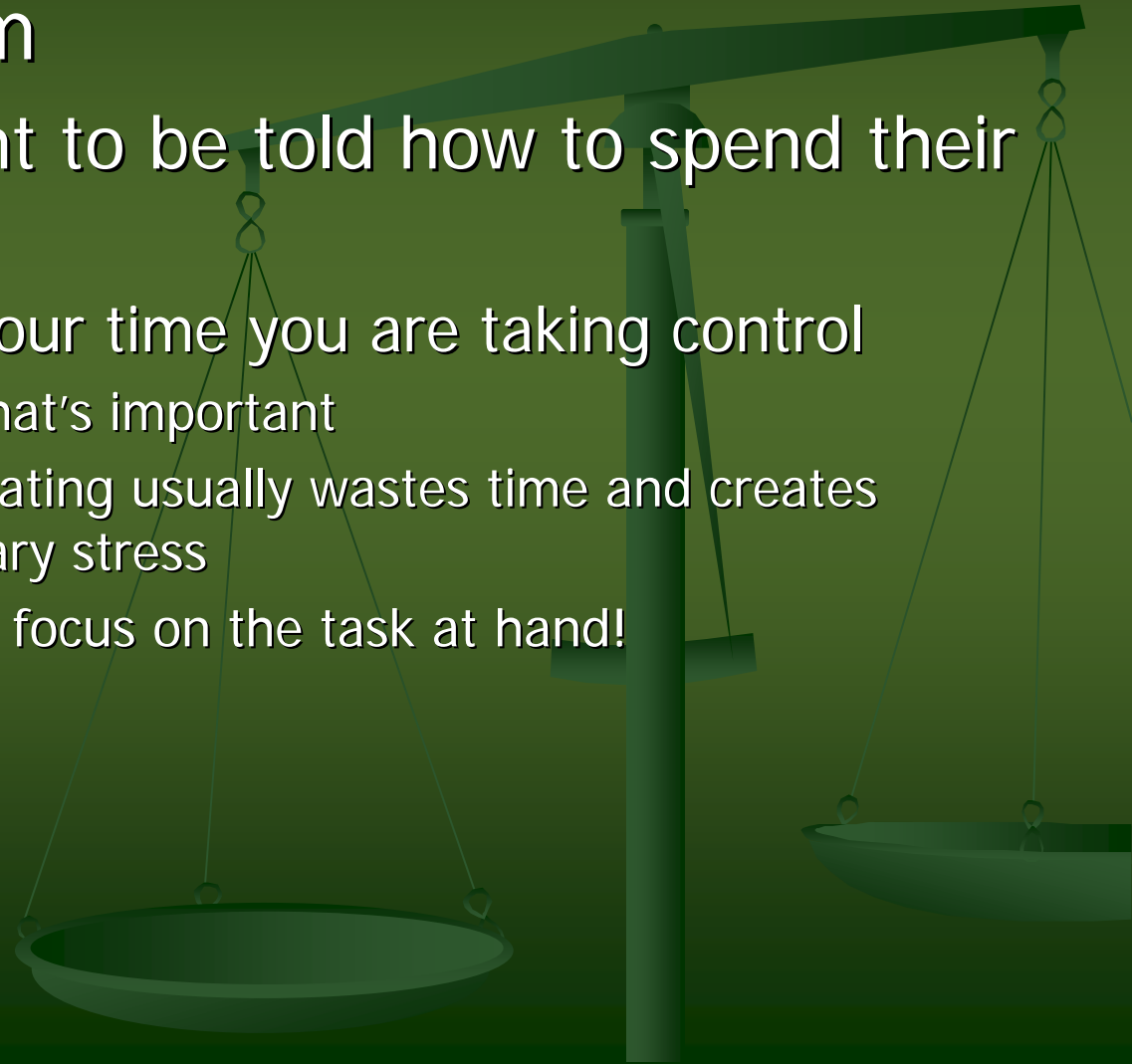
- Many don't want to be told how to spend their time

- By managing your time you are taking control

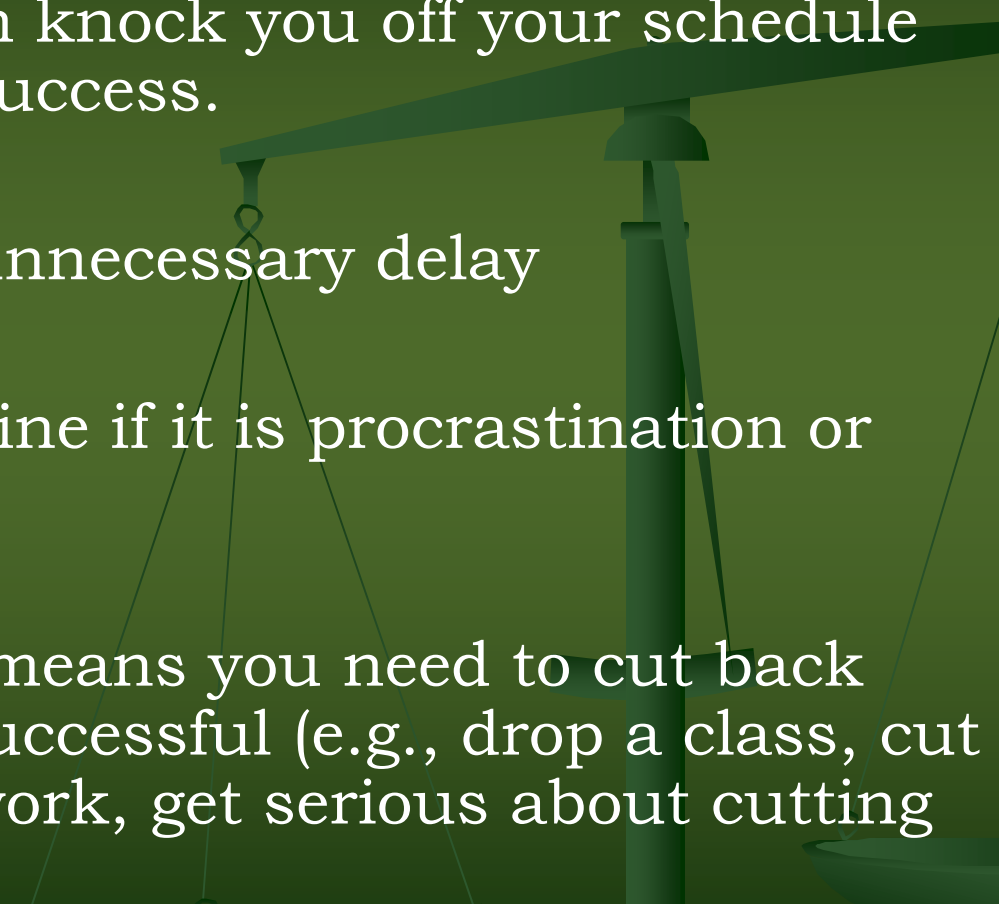
- You decide what's important

- Procrastinating usually wastes time and creates unnecessary stress

- Helps you focus on the task at hand!

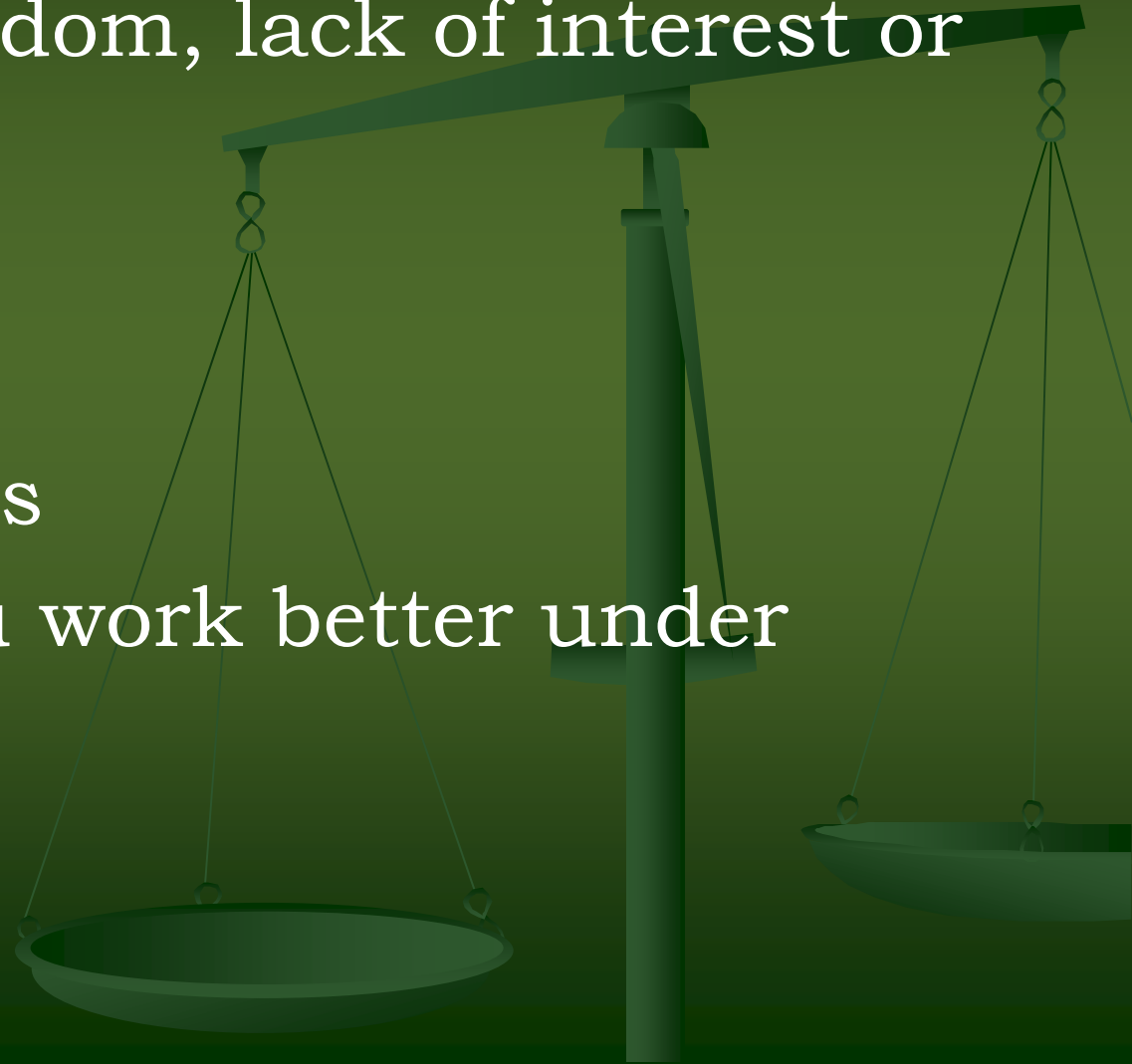


Procrastination

- Procrastination can knock you off your schedule and prevent your success.
 - Procrastination = unnecessary delay
 - Important: determine if it is procrastination or over commitment
 - Over commitment means you need to cut back somewhere to be successful (e.g., drop a class, cut back on hours at work, get serious about cutting out time wasters)
- 

Reasons for Procrastination

- Laziness, boredom, lack of interest or importance
- Perfectionism
- Fear of failure
- Fear of success
- Belief that you work better under pressure



Fear of Success and Failure



- We procrastinate because we fear FAILURE.
 - It is easier to accept that we failed because we didn't even attempt a project than to fail at doing the project.
- We procrastinate because we fear SUCCESS.
 - If I get all "A's" this semester, everyone will expect the same next semester.
 - If I do an outstanding job on this project, my boss will just pile on more work.

If we are going to procrastinate, at least take the blame!

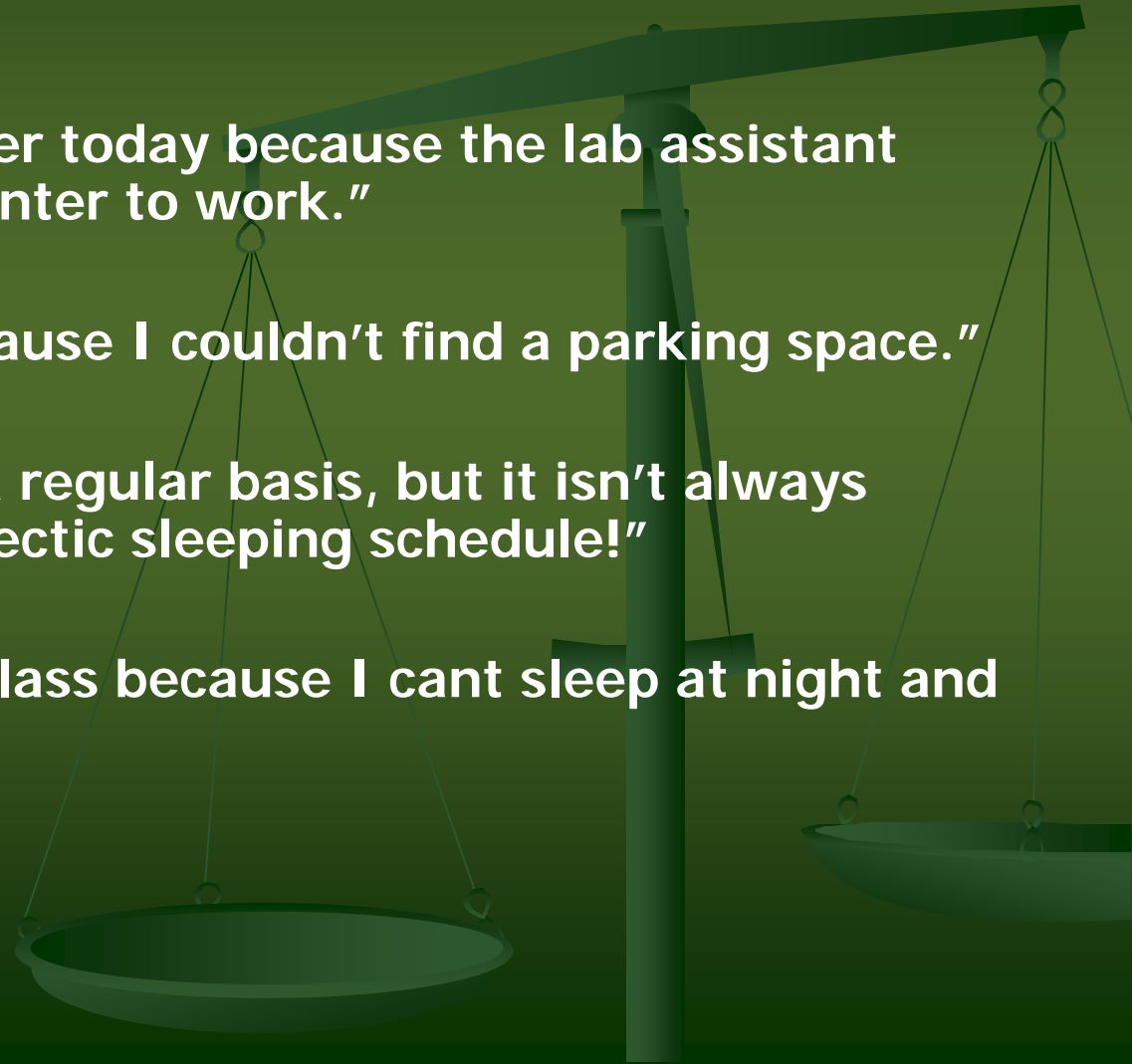
Student to Teacher...

"I don't have my paper today because the lab assistant couldn't get the printer to work."

"I'm late to class because I couldn't find a parking space."

"I'd like to study on a regular basis, but it isn't always possible with my hectic sleeping schedule!"

"I didn't make it to class because I can't sleep at night and couldn't wake up."

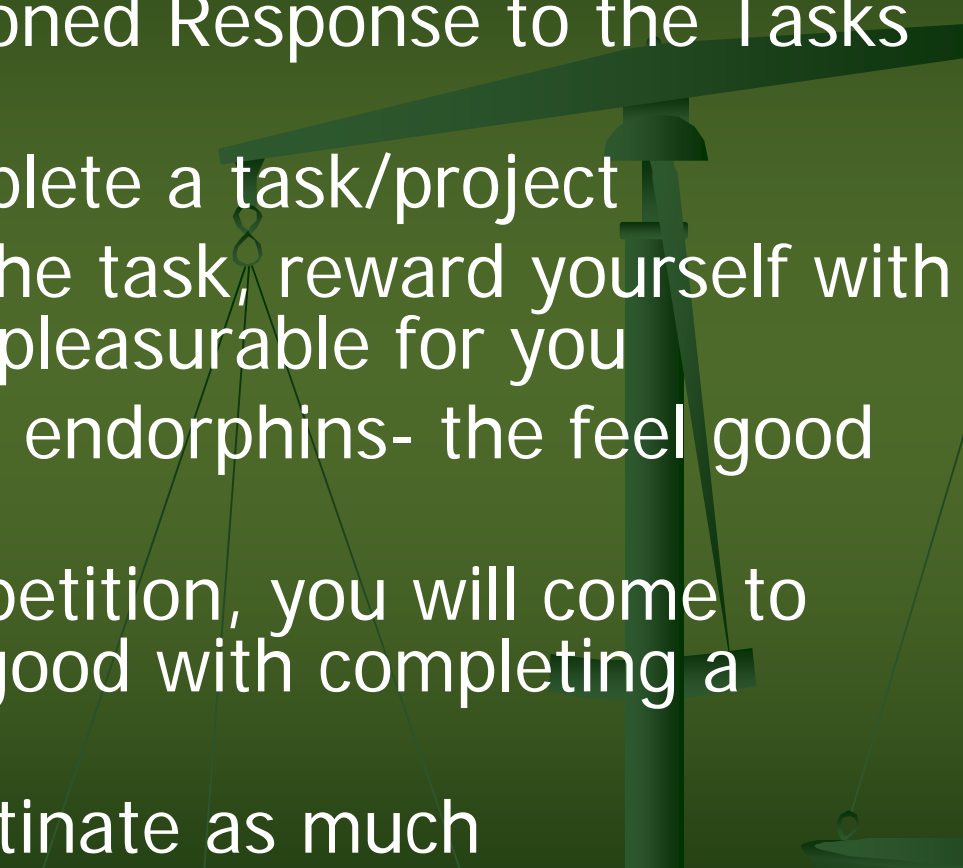


Overcoming Procrastination

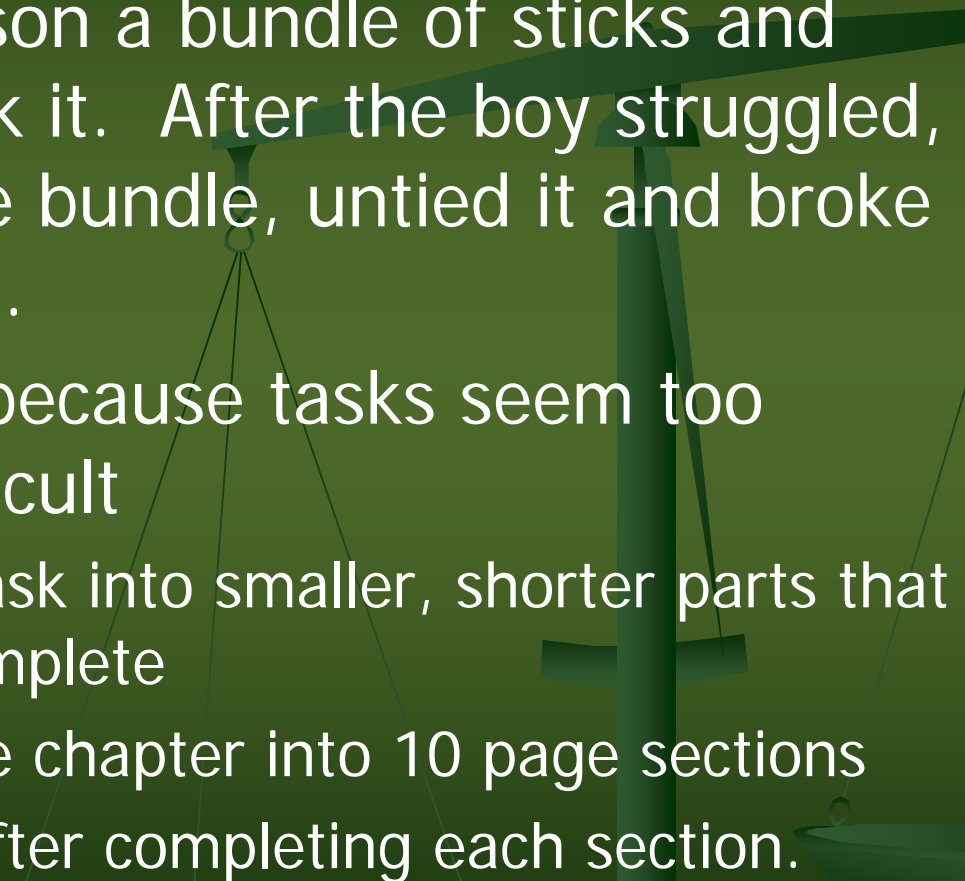


- Use 5-minute contracts – plan to do 5 minutes of work on what you’re avoiding. After 5 minutes, set another 5-minute contract.
- Ask for support (e.g., get a “study buddy”, meet with someone to discuss your progress on what you’re avoiding)
- Break down big projects into small, manageable tasks.
- Remind yourself of what will happen if you DON’T complete your task.
- Promise yourself a reward once you finish your work

Its All About Endorphins-The “Feel Good” Hormone

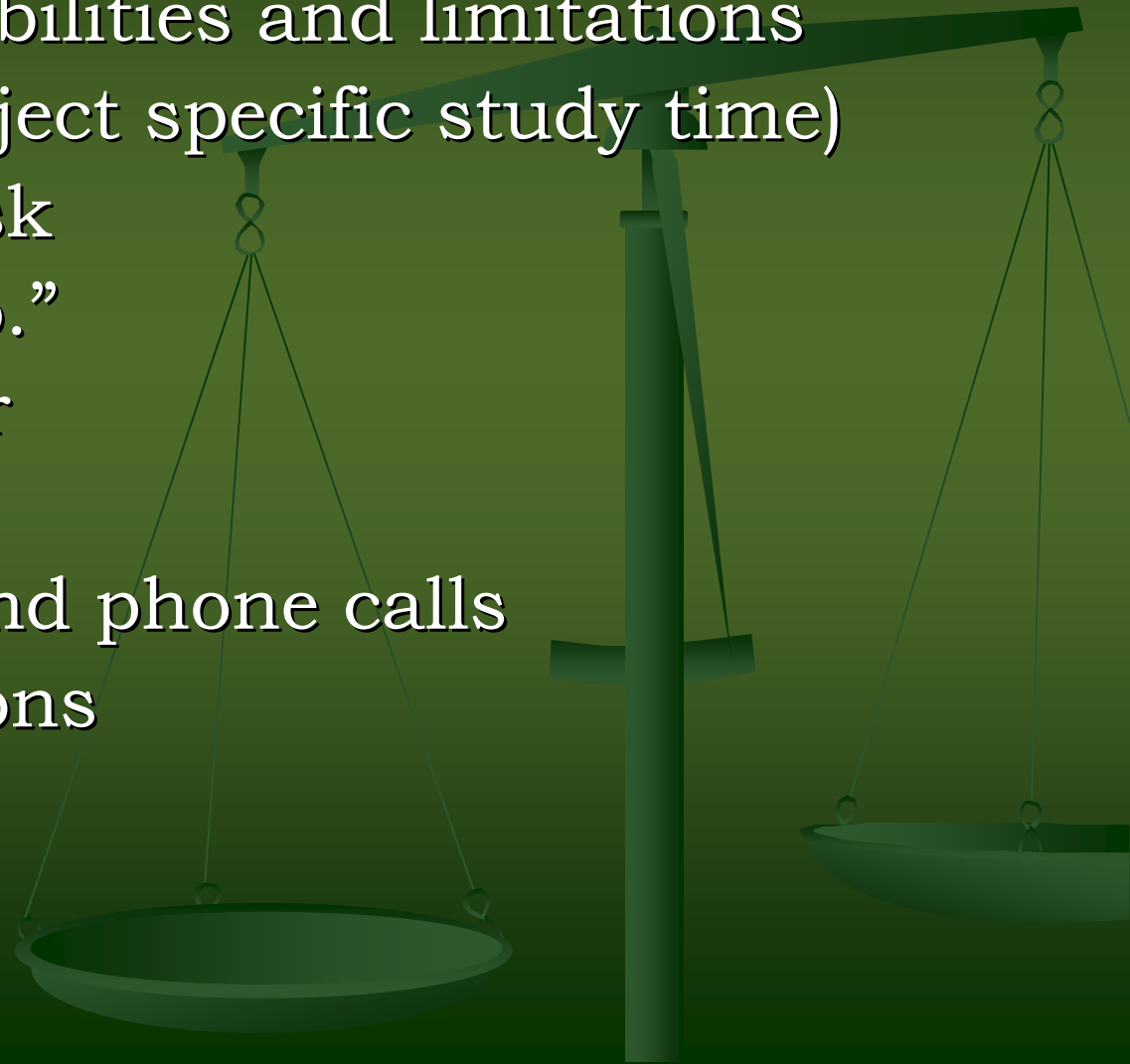
- Develop a Conditioned Response to the Tasks you Procrastinate
 - Set a goal to complete a task/project
 - After completing the task, reward yourself with something that is pleasurable for you
 - The body releases endorphins- the feel good hormone
 - Over time with repetition, you will come to associate feeling good with completing a task/project
 - You won't procrastinate as much
- 

Divide and Conquer Procrastination

- A father gave his son a bundle of sticks and asked him to break it. After the boy struggled, the father took the bundle, untied it and broke one stick at a time.
 - We procrastinate because tasks seem too lengthy or too difficult
 - Divide a lengthy task into smaller, shorter parts that seem easier to complete
 - Divide a forty page chapter into 10 page sections
 - Reward yourself after completing each section.
- 

Time Management Strategies

- Know your capabilities and limitations
- Plan ahead (subject specific study time)
- Visualize the task
- Learn to say “No.”
- Get rid of clutter
- Set deadlines
- Manage email and phone calls
- Limit interruptions
- Prioritize



Activity

■ Where Does The Time Go?

Remember the 2:1 rule.....20-30 hours per week for studying!

- Sleeping
- Eating
- Attending Class
- Socializing
- Studying
- Working
- Grooming
- Commuting



SO, HOW ARE YOUR COURSES GOING?

I'M HANGIN' IN.



TROUBLE IS, I HAVE ABOUT 6 MONTHS WORTH OF READING TO DO - BUT I CAN'T GET TO IT, BECAUSE I'M WORKING ON 4 PROJECTS THAT ARE ALL DUE AT ONCE!



AND EVERYTHING HAS TO BE COMPLETED AN' IN THE CAN ON TIME, NO EXTENSIONS, NO EXCUSES - THE PRESSURE IS ~~KILLING~~ KILLING ME, MAN!!



THAT'S WHY THEY'RE CALLED DEADLINES, MIKE.

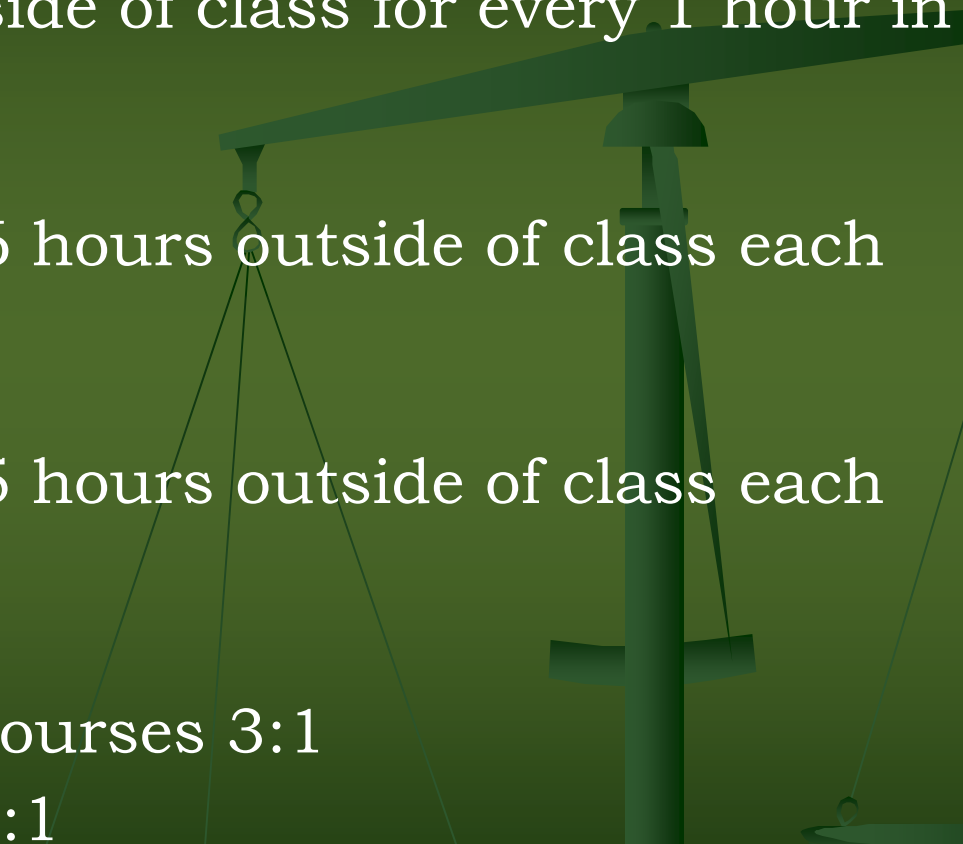
I WONDERED.




ANDY NEWBORN '79/80

Super Success Stories:

“3 to 1”

- Study 3 hours outside of class for every 1 hour in class – each week.
 - 12 units – study 36 hours outside of class each week
 - 15 units – study 45 hours outside of class each week
 - * Math and Science courses 3:1
 - * All others courses 2:1
- 

SCHOOL IS A FULL TIME JOB

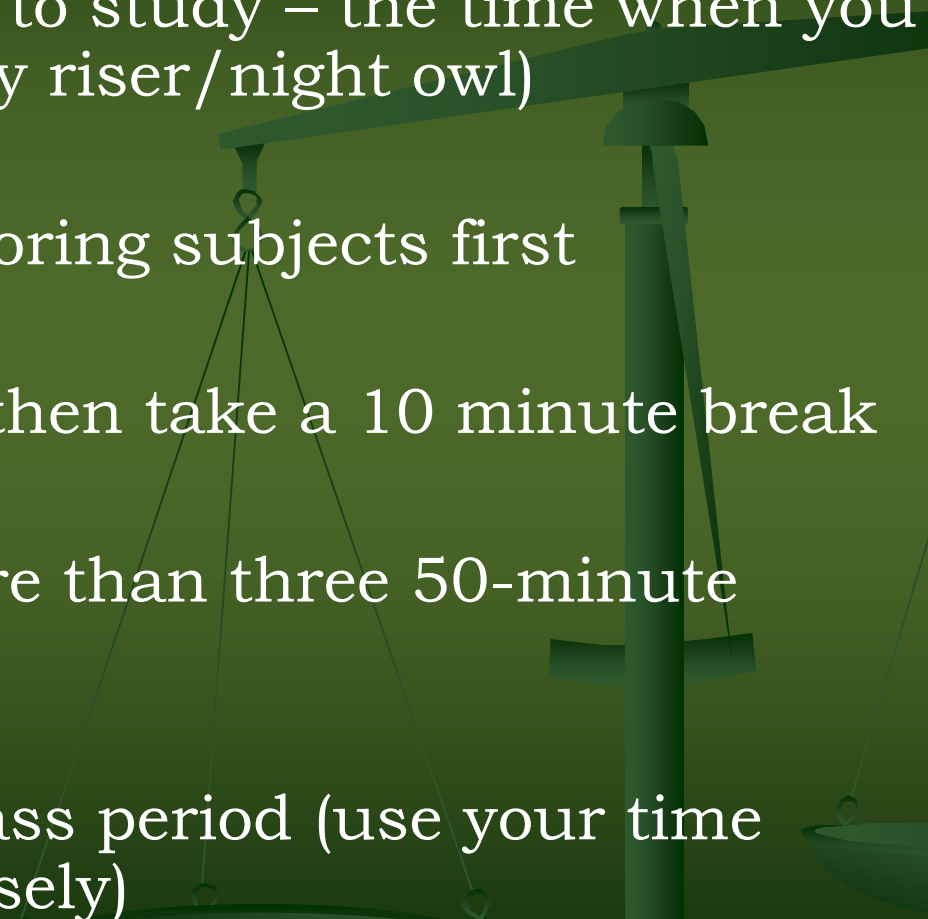
- Full time student spends 12-15 hours in class per week
 - Full time student spends a *minimum* of 24 hours per week studying
 - 15 plus 30 equals 45 hours per week
 - Work an absolute MAXIMUM of 20 hours per week
 - ***SCHOOL IS A FULL TIME JOB!***
- 

Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00AM	BIOSC 180 SCI II 109 8 - 8:50AM		BIOSC 180 SCI II 109 8 - 8:50AM		BIOSC 180 SCI II 109 8 - 8:50AM		
9:00AM	Work	Work	Work	Work	Work	Work	Work
10:00AM							
11:00AM	GENET 172 SCI 216 11-11:50AM	PHYS 2B MCL 162	GENET 172 SCI 216 11-11:50AM	PHYS 2B MCL 162	GENET 172 SCI 216 11-11:50AM	PHYS 2B MCL 162	PHYS 2B MCL 162
12:00PM	PHY 206 E 12-12:30PM	Work	Lunch	Lunch	Lunch	Lunch	Lunch
1:00PM	Lunch		Lunch	Work	Study Group	Homework	Homework
2:00PM	PHYS 2B Lab MCL 167 2 - 4:50PM	PSYCH 125 SCI II 108 2 - 3:50PM	GENET 172 Lab SCI 216 2 - 4:50PM	PSYCH 125 SCI II 108 2 - 3:50PM	Club Meeting		
3:00PM	PHYS 2B Lab MCL 167 2 - 4:50PM	Break	GENET 172 Lab SCI 216 2 - 4:50PM	Break	Break	Break	Break
4:00PM		Break		Break	Break	Break	Break
5:00PM	Break	Dinner	Break	Exercise	Exercise	Exercise	Exercise
6:00PM	Exercise	MCAT Prep	Work	Dinner	Dinner	Dinner	Dinner
7:00PM	Dinner			Work	Homework	Homework	Homework
8:00PM	Homework		Homework				
9:00PM	Homework	Homework	Homework	Homework	Homework	Homework	Homework

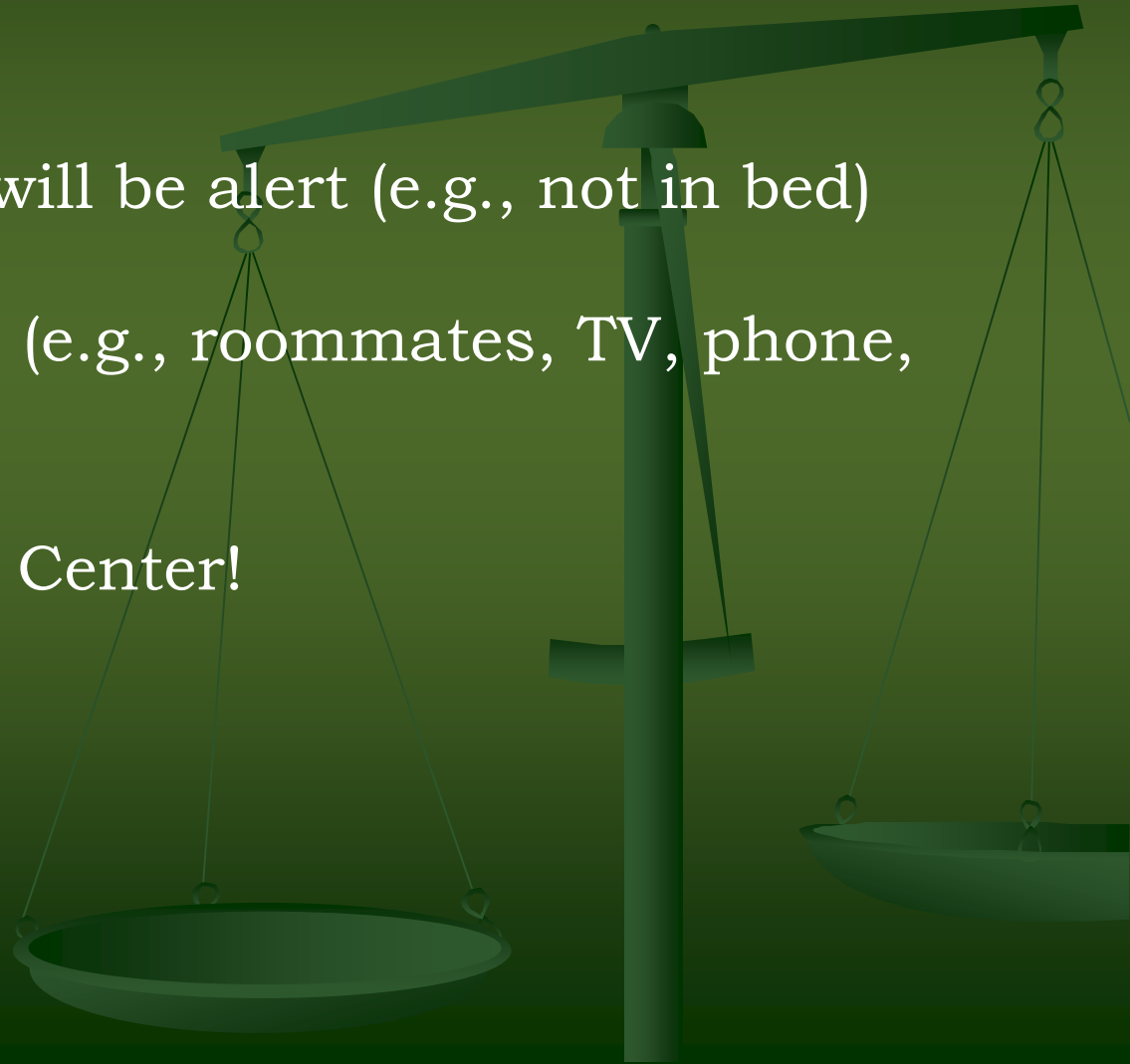
DON'T CRAM YOUR SCHEDULE!

When to Study


- Use your best time to study – the time when you are most alert (early riser/night owl)
 - Study difficult or boring subjects first
 - Study 50 minutes then take a 10 minute break
 - Avoid studying more than three 50-minute sessions
 - Review after the class period (use your time between classes wisely)
- 

Where to Study

- Use a regular study area (Individual study rooms)
- Study where you will be alert (e.g., not in bed)
- Avoid distractions (e.g., roommates, TV, phone, facebook, etc.)
- Visit the Learning Center!
- Library

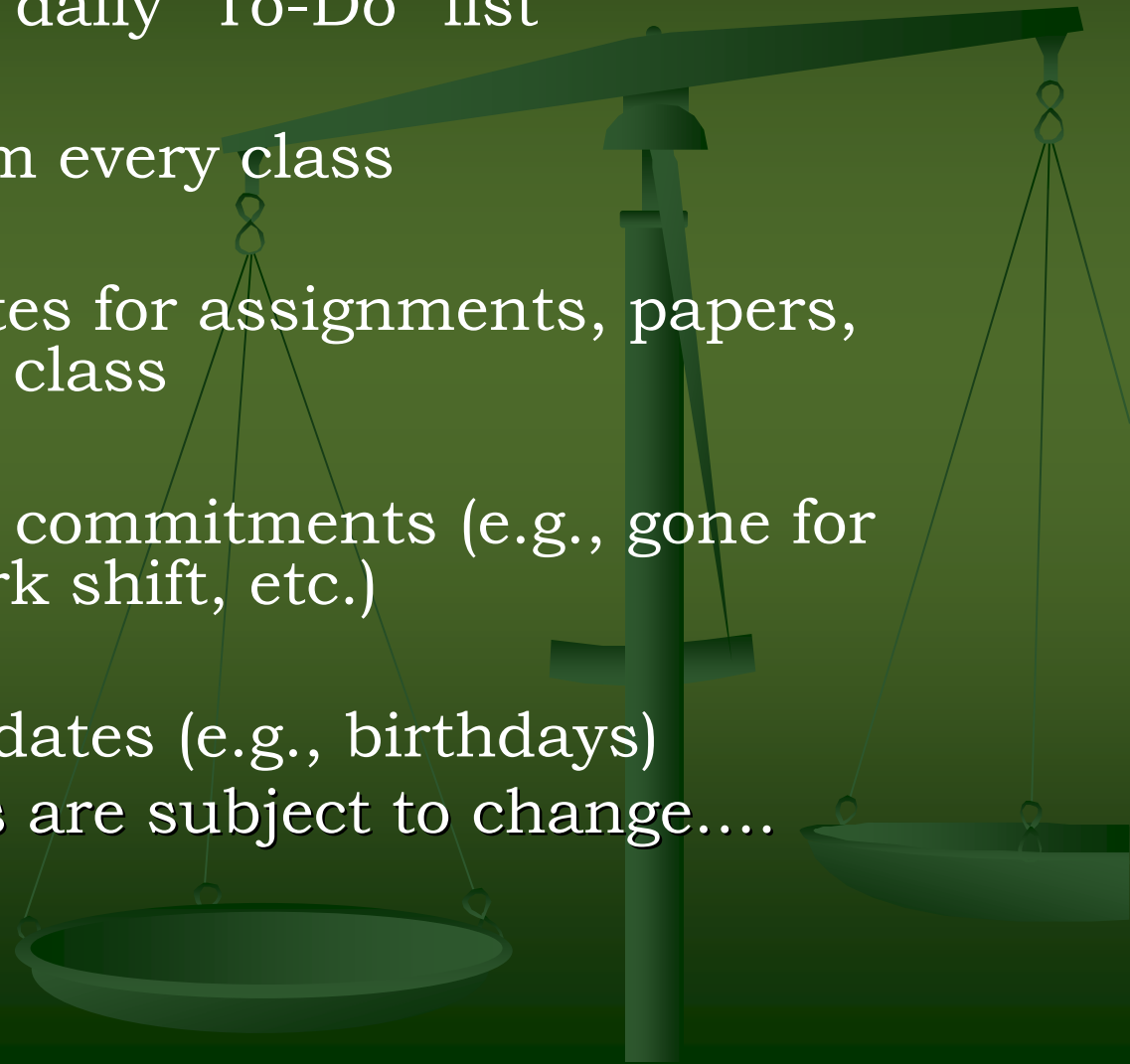


Get a Time Management Planner

- Needs to include a week-at-a-glance and a month-at-a glance
 - Bookstore planner costs \$4.79 and includes academic dates
 - May use PDA, laptop, phone
 - **MAKE SURE IT WORKS FOR YOU !!**
- 

How to use a time management planner

- Use it to keep your daily “To-Do” list
- Take all syllabi from every class
- Write in all due dates for assignments, papers, tests, etc. for every class
- Write in other time commitments (e.g., gone for weekend, extra work shift, etc.)
- Include important dates (e.g., birthdays)
- Use pencil as dates are subject to change....

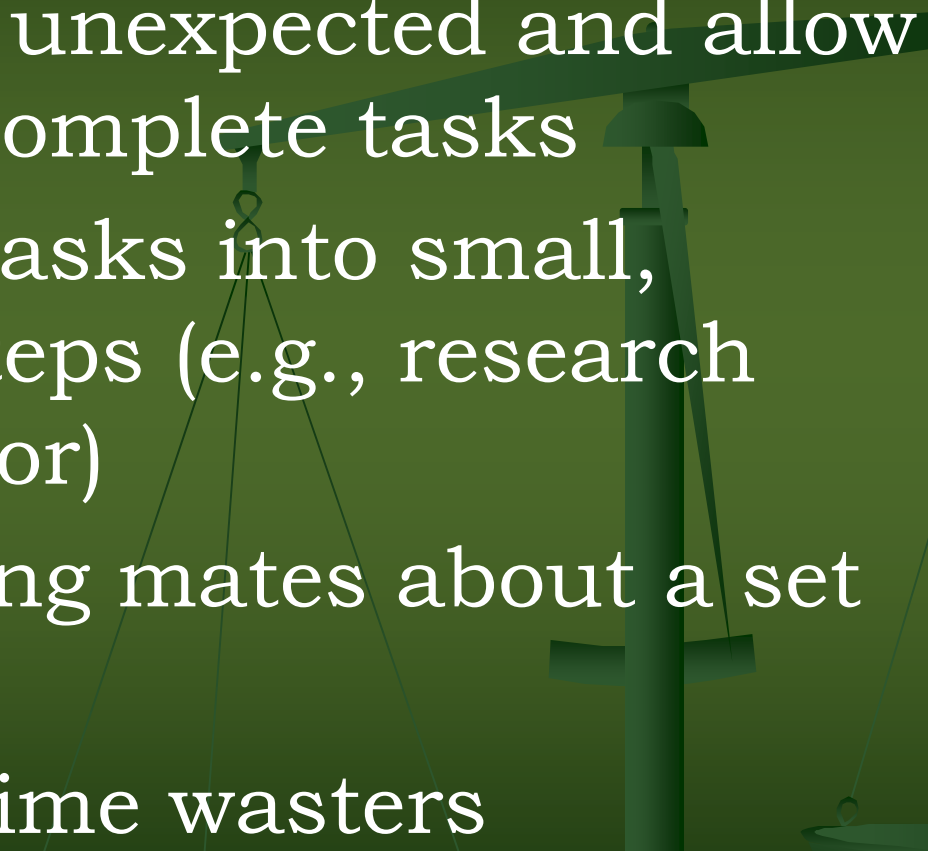


Super Success Strategy

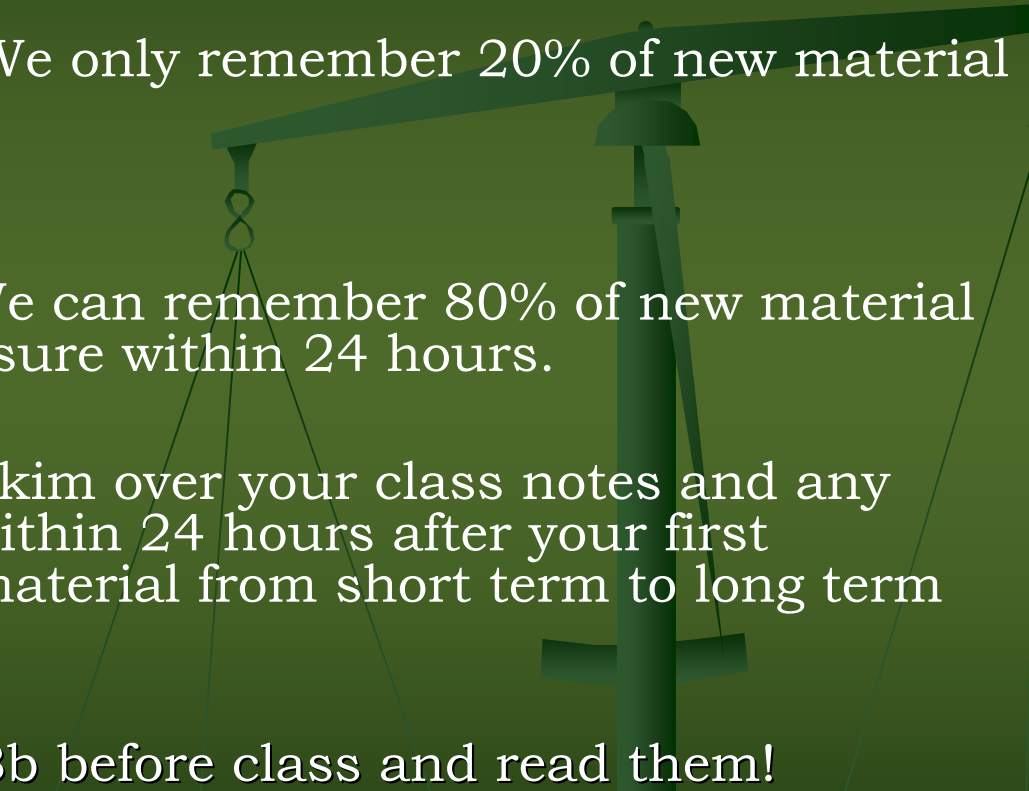
- Use a Month-at-a-Glance Calendar.
- Transfer all dates and commitments from your time management planner to a month-at-a-glance calendar
- Post a copy of your month-at-a-glance calendar where you will regularly see it (e.g., on your refrigerator, above your study desk)



More Success Strategies

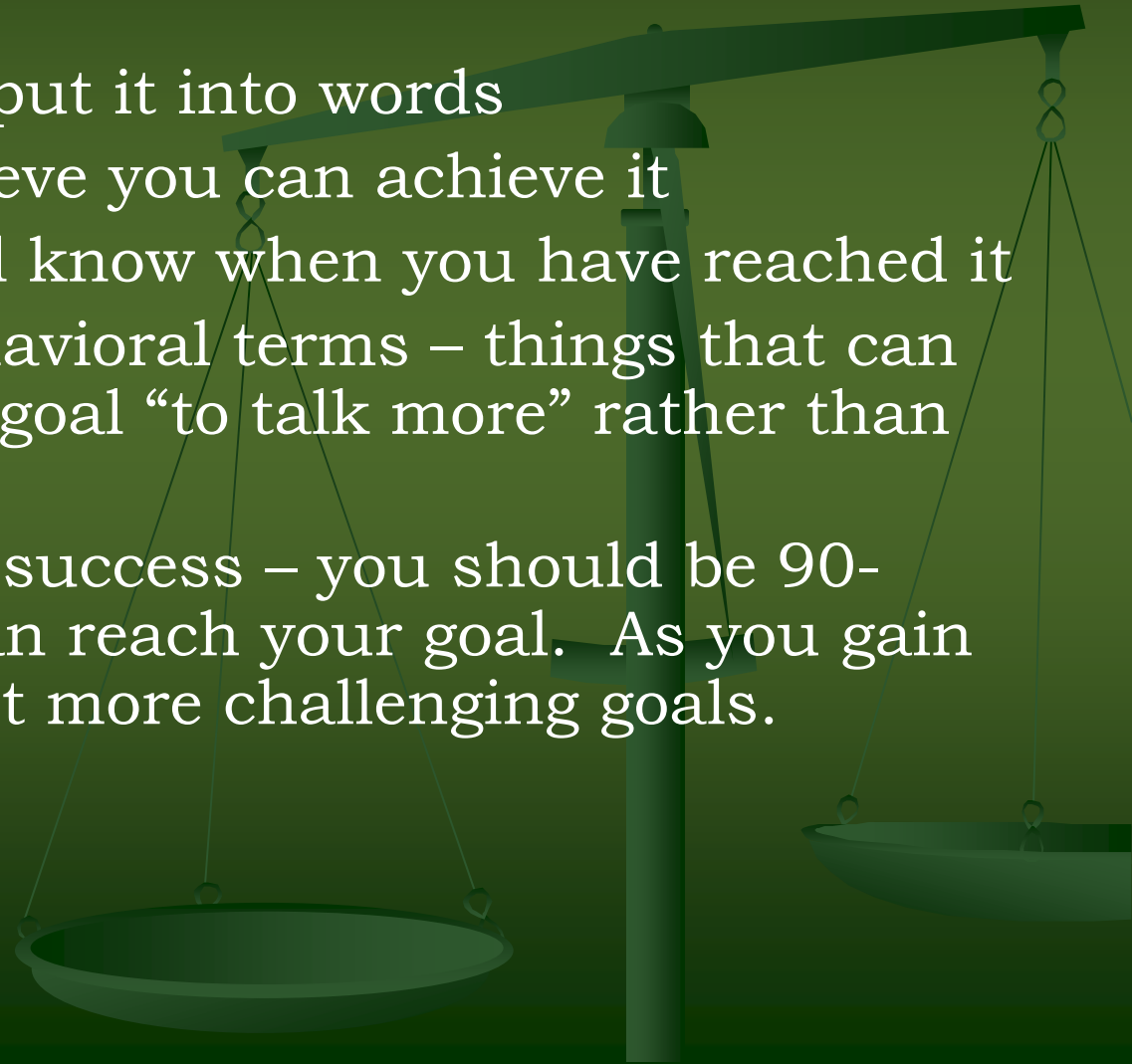
- Anticipate the unexpected and allow extra time to complete tasks
 - Break up big tasks into small, manageable steps (e.g., research paper calculator)
 - Agree with living mates about a set study time
 - Identify your time wasters
- 

Super Success Strategy: “The 24 hour rule”

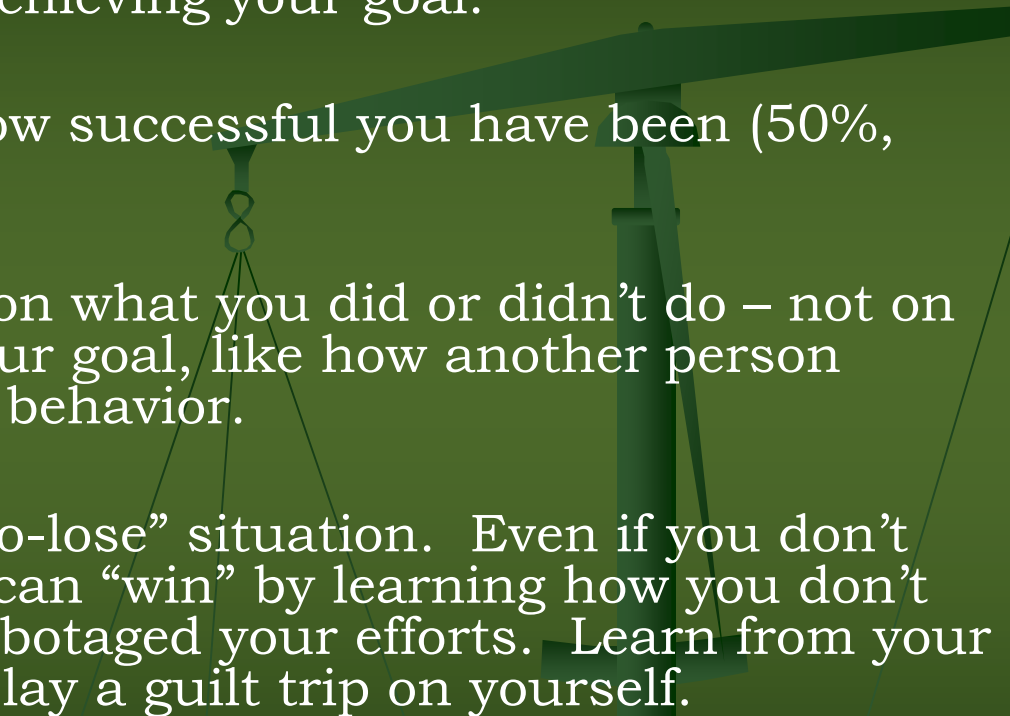
- **Bad News:**
 - Short Term Memory – We only remember 20% of new material after 24 hours.
 - **Good News:**
 - Long Term Memory – We can remember 80% of new material if we get a second exposure within 24 hours.
 - “The 24-Hour Rule” = skim over your class notes and any new reading material within 24 hours after your first exposure to move the material from short term to long term memory.
 - Print notes posted on Bb before class and read them!
- 

Setting Goals

- A goal should be:
- Specific – you can put it into words
- Realistic – you believe you can achieve it
- Measurable – you'll know when you have reached it
- Define goals in behavioral terms – things that can be seen (e.g., set a goal “to talk more” rather than “to be less shy”)
- Set yourself up for success – you should be 90-95% certain you can reach your goal. As you gain more experience set more challenging goals.



More on Goals

- Reward yourself after achieving your goal.
 - Evaluate yourself on how successful you have been (50%, 60%, 80% successful).
 - Evaluate yourself only on what you did or didn't do – not on the consequences of your goal, like how another person responded to your goal behavior.
 - Set yourself up for a “no-lose” situation. Even if you don't achieve your goal, you can “win” by learning how you don't succeed, or how you sabotaged your efforts. Learn from your experience rather than lay a guilt trip on yourself.
- 



"If you don't know where you're going,
you'll probably end up someplace else."

Have a Plan!

Question?

- **After participating in this workshop, are you willing to implement good time management habits?**

SupportNet is here to help!



SupportNet

www.csufresno.edu/supportnet

278-8370

- SupportNet located in basement of Henry Madden Library
- Early Alert/Early Warning Program
- SupportNet can help with
 - Academic Counseling
 - Learning Style Assessment
 - Developing Study Skills
 - Time Management Techniques
 - Realistic Study Expectations

