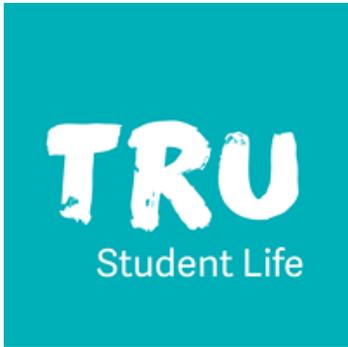


Time Management



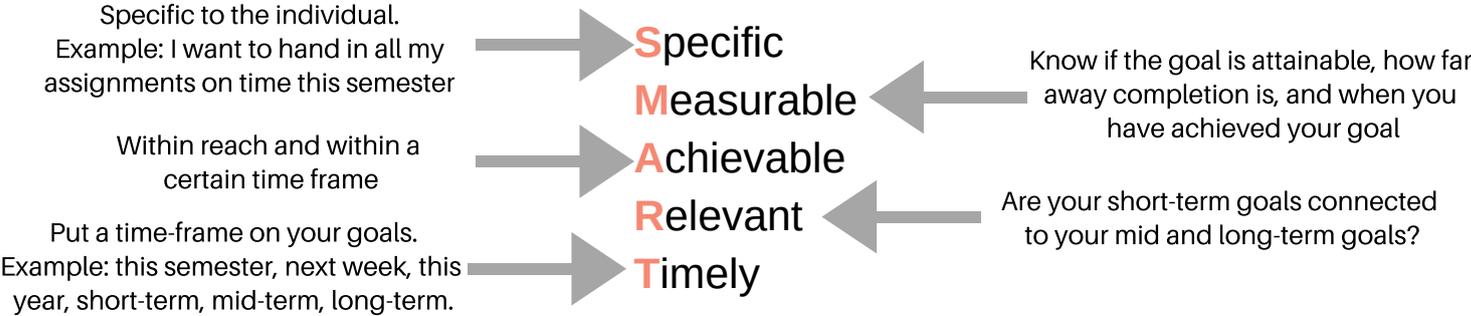
What will managing your time do for you?

- **Improve** your grades
- Help you **manage** your stress
- Help you **build a skill** that will impact your whole life!

Goal Setting

Managing your time starts with clarifying your goals!

SMART goals



Managing your time... takes time!

1. **Track** where you spend your time
2. **Make** a list of everything you have to do: prioritize!
3. **Create** a life schedule
4. **Deal** with procrastination
5. **Review!** What works for you? What doesn't?

1. Where does the time go?

- Estimate** how much time you will spend in one week (168 hours):
- Attending classes and labs
 - Studying
 - Doing extra-curricular activities
 - Shopping, cooking and cleaning
 - Running errands
 - Appointments/meetings
 - Exercising
 - Sleeping
 - Spending time with friends & family
 - Relaxing
 - On social media/surfing the internet/watching Netflix
 - Other:_____

2. To-do lists

- Brainstorm *everything* you need to do
- Estimate the time they will take
- **Prioritize** based on a) when it needs to be done, and b) how important it is
- Make to-do lists at night (helps you sleep), and revise in the morning (motivates you)
- Web-based tools to save time?

3. Create a life schedule

- You need to find a system that works for you!
 - Google calendar
 - Your device's calendar option
 - Reusable wall calendar
 - Day planner with a monthly option
- Get in the habit of including **everything**: classes; assignment due dates; extra-curricular activities and appointments; time for running errands, exercising, etc.; time for studying; time to relax...
- Use **color** for clarity
- Refer to it and update daily
- *You may feel overwhelmed, but you will never be surprised!*

4. Deal with procrastination

Get Motivated!

5. Review

- Make a conscious decision
- Discover the cost
- Break things down into doable steps
- Plan ahead
- Discover your style
 - Dreamer
 - Worrier
 - Crisis-Maker
 - Defier
 - Over doer/giver
 - Perfectionist

- How can you improve your motivation?*
- Be clear about your goals
 - Understand your discomfort
 - Change your (physical and mental) reaction
 - Make it "enjoyable"
 - Deal with pressure (put it on or take it off)
 - Get support
 - Look at the payoff

- How effective was your time management?
What worked? What didn't work?
What would you change?

6 effective study techniques to make the most of your time

consistent, short study sessions over time



Spaced Practice



practice (studying) is broken up into a number of short sessions over a longer period of time. Rather than cramming into fewer, long sessions.

will highlight and contrast the similarities or differences between topics or types of questions, encourages you to make links between ideas



Interleaving



switch between ideas during a single study session for a particular class

explain & describe ideas with as many details as you can



Elaboration



ask yourself how & why things work and find the answers in your class material

specific! don't use abstract ideas



Concrete Examples



relevant examples help demonstrate and explain ideas, which helps you to understand them better

try to create different ways to represent the information



Dual Coding



combine verbal material with visuals- gives you two ways of understanding & remembering the information later on!

reinforces what you've learned and makes it easier to remember later on



Retrieval Practice



practice retrieving everything you know about a topic - put away your notes!

once finished, check what you got right or wrong and what you didn't retrieve at all



if you want to get better at recalling information in exams, practice recalling information now



take practice tests, empty all information you know from your brain