


# Make the Most Out of Your Time

## Time Management Skills

Student Success Workshop Series  
Sauk Valley Community College



# What you will learn . . .

- ▶ Signs of poor time management
  - ▶ How to keep track of your time
  - ▶ Creating a school schedule
  - ▶ Creating a personal schedule
  - ▶ How to schedule priorities in your day
  - ▶ How to plan a study schedule
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# Indicators of poor time management

- ▶ Constant rushing
- ▶ Frequent lateness
- ▶ Low productivity, energy and motivation
- ▶ Frustration
- ▶ Impatience
- ▶ Difficulty setting and achieving goals
- ▶ Procrastination

**How many of these factors  
do you experience?**



# How can you start keeping better track of your time?

- ▶ Set a goal for yourself. In this instance, what can you do to keep better track of your time?
- ▶ Create a daily, weekly, or monthly schedule of all activities. This will help you to decide how you will plan your days, weeks, and months.



# How to keep track of your time

**Create a daily, weekly, or monthly schedule of all activities.**


- ▶ **Daily/weekly planner**

Write down appointments, classes, and meetings on a calendar or chart.


- ▶ **Monthly calendar**

Use a planner to stay organized for the month.


# Creating a Master Schedule

- ▶ Your master schedule lists all of your fixed activities for the week.
  - ▶ Fixed activities are the activities that will stay the same from week to week (examples – class times, sleep times, eating times).
  - ▶ Create a master schedule as soon as you have your schedule for next semester.
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# Creating a Daily Schedule


- ▶ Your daily schedule can be used to write down any assignments, projects, tests, appointments, or special events for the specific day.
  - ▶ Other items to write on your daily schedule include class time, study time, work time, family time, and personal time.
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# Creating a Weekly Schedule

- ▶ Your weekly schedule can be used to write down any assignments, projects, tests, appointments, or special events for the week.
  - ▶ Other items to write on your weekly schedule include class time, study time, work time, family time, and personal time.
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# Create a To Do list

- ▶ Use this list to write down all the things that you know that you need to do in a day and make sure that you complete one task prior to moving on to the next.
  - ▶ It is important to be certain that all tasks are completed prior to going to bed each night.
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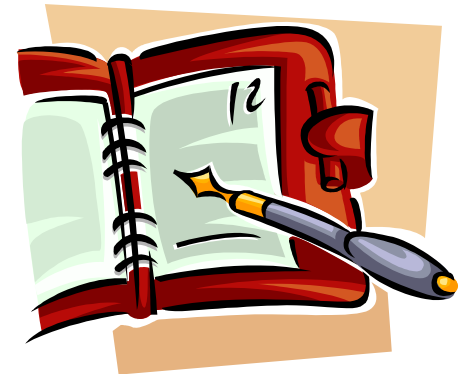
# A Sample “To Do” List

- ❑ Stop by library and check out book on the history of Buddhism
- ❑ Meet with my academic advisor regarding my application to WIU.
- ❑ Review information for my Psychology class
- ❑ Do laundry
- ❑ Study for English exam
- ❑ Read 1st chapter on history of Buddhism
- ❑ Write first chapter on essay on the history of Buddhism


# Planning a Study Schedule

## Using a 5 Day Study Plan

- ▶ You can use a 5 day study plan to help you organize your materials and time to review for a major test. Using this plan will help to reduce tendencies to procrastinate, cram, or suffer test anxiety.
- ▶ This process is also a powerful goal setting tool.



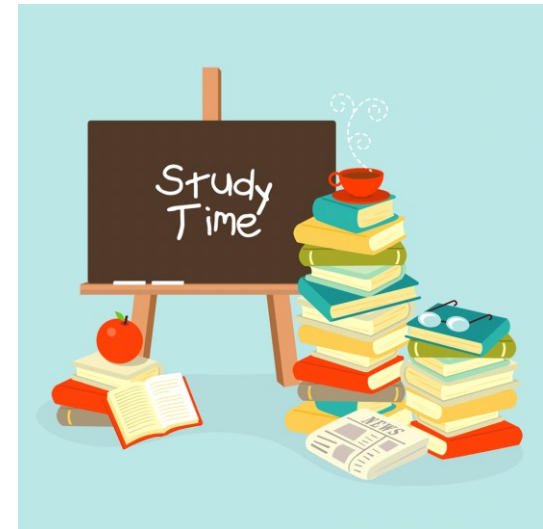
# Step 1 – Set specific goals

- ▶ Be specific and realistic by making a list of all of the topics you will need to review for your test.
  - ▶ You will want to include textbook readings, lecture notes, homework assignments, lab reports, projects, or any other materials covered in class.
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# Example – Step #1

I will prepare for the midterm in Sociology scheduled for Monday by reviewing:

- ▶ Chapters 1–4
- ▶ Textbook notes
- ▶ Study guides
- ▶ Homework questions
- ▶ Lecture notes
- ▶ Notes from video
- ▶ Notes from guest speaker



## Step 2 – Set a specific target date and time

- ▶ Create a list of the days and times you plan to study. Days 1, 2, 3, and 4 are organized as study sessions.
- ▶ Day 5 of your study plan (the day before the test) should be dedicated to reviewing the special notes you created in step 3.

# Example of Step #2

Target dates and times to study:

<b>Mon</b>	3 – 4:00 pm	<b>Sat</b>	10 – 12:00 pm
	8 – 9:00 pm		4 – 6:00 pm
<b>Wed</b>	3 – 4:00 pm	<b>Sun</b>	REVIEW DAY
	8 – 9:00 pm		2 – 4:00 pm
			7 – 9:00 pm
<b>Fri</b>	3 – 4:00 pm		
	8 – 9:00 pm		

## Step 3 – Identify steps – This step requires some careful planning!

- ▶ First, gather your materials from your list you created in Step #1.
- ▶ Next, group your study materials into four logical categories, such as chapters, that you will be reviewing each day.
- ▶ Next, create a plan for how you will review the information.  
**For example**, you may want to begin by reading the chapter summary, reviewing your textbook notes, reviewing your class notes, reviewing your homework assignment, and reviewing terminology.



# Step 3 – Identify steps – This step requires some careful planning!

- ▶ Create summary notes to use as you review each chapter.
- ▶ Examples of summary notes:
  1. Lists or categories of information to remember
  2. Charts that compare or contrast different subjects studied
  3. Chapter outlines
  4. Flash cards of categories or terminology
- ▶ Finally, create your five day plan by taking this information and compiling it into a schedule.

# Example of a five day study schedule

Monday	Wednesday	Friday	Saturday	Sunday
8 – 9:00 am Chapter 1 <ul style="list-style-type: none"> <li>• class study guide</li> <li>• homework questions</li> <li>• handouts</li> </ul>	8 – 9:00 am Chapter 2 <ul style="list-style-type: none"> <li>• study guide</li> <li>• homework questions</li> <li>• video notes</li> </ul>	8 – 9:00 am Chapter 3 <ul style="list-style-type: none"> <li>• class study guide</li> <li>• handouts</li> <li>• homework questions</li> </ul>	10 – 12:00 pm Chapter 4 <ul style="list-style-type: none"> <li>• study guide</li> <li>• homework questions</li> <li>• 2 short papers</li> </ul>	2 – 4:00 pm <ul style="list-style-type: none"> <li>• Review summary notes</li> <li>• Self quiz on chapter 1 &amp; 2</li> </ul>
3 - 4:00 pm Chapter 1 <ul style="list-style-type: none"> <li>• lecture notes</li> <li>• textbook notes</li> <li>• notes – guest speaker</li> </ul>	3 – 4:00 pm Chapter 2 <ul style="list-style-type: none"> <li>• lecture notes</li> <li>• textbook notes</li> </ul>	3 – 4:00 pm Chapter 3 <ul style="list-style-type: none"> <li>• lecture notes</li> <li>• textbook notes</li> </ul>	4 – 6:00 pm Chapter 4 <ul style="list-style-type: none"> <li>• lecture notes</li> <li>• textbook notes</li> </ul>	7 – 9:00 pm <ul style="list-style-type: none"> <li>• Review summary notes</li> <li>• Self quiz on chapter 3 &amp; 4</li> </ul>

# 4 steps for creating a study plan

## Step 4 – Plan a reward

- ▶ Choose a reward for yourself after you have completed your five day study plan and after you complete the test.



# Some final tips

- ▶ Plan a well balanced schedule.
- ▶ Make and use to-do lists.
- ▶ Post monthly and yearly calendars at home and keep your daily or monthly planner up to date.
- ▶ Schedule down time.
- ▶ Allow ample study time.
- ▶ Study at a regular time in a regular place.
- ▶ Allow for flexibility.
- ▶ Use the 5 day study plan and schedule that time in your planner.

# In Conclusion

- ▶ Establish a regular time and place for study. If you have time between classes and activities, USE IT!!!
- ▶ Keep a student planner and write down all class assignment.
- ▶ Make sure your schedule is realistic.
- ▶ Use flash cards or summary sheets
- ▶ If possible, schedule study time with a partner
- ▶ Schedule the most difficult tasks for times when you are alert. (Biology may be hard enough when you're fresh. When you're tired, it will be impossible!)
- ▶ Make a daily checklist. Set priorities. Do the most important tasks first.
- ▶ Use spare minutes wisely.
- ▶ Review your notes every day.
- ▶ Get a good night's sleep.
- ▶ Communicate your schedule to others.

# Information retrieved from:

- ▶ [www.dumn.edu/student/loon/acad/strat/time\\_management\\_princ.html](http://www.dumn.edu/student/loon/acad/strat/time_management_princ.html)
- ▶ <http://www.dartmouth.edu/~acskills/success/time.html>
- ▶ <http://www.timemanagementgoals.com/poortimemanagement.htm>
- ▶ [http://timemanagement.kgcenterprise.com/high\\_school\\_students.html](http://timemanagement.kgcenterprise.com/high_school_students.html)
- ▶ [http://www.schoolguides.com/collegepreparation/time\\_management\\_tips\\_for\\_high\\_school\\_students.html](http://www.schoolguides.com/collegepreparation/time_management_tips_for_high_school_students.html)
- ▶ [www.collegeboard.com](http://www.collegeboard.com)