

# TIME MANAGEMENT

NDSCS Academic Service Center



# Time is limited...

- ▣ There are 168 hours in a week.
- ▣ Time is a non-renewable resource.



- ▣ Become aware of how you use your time for one week by blocking out activities on an hour by hour basis.



# Be aware of external distractions.

- ▣ Use a quiet study area consistently, such as the college library.
- ▣ Make study rules with the people you live with.
- ▣ Turn off electronic devices not needed for studying.
- ▣ Be aware of how temperature, light and noise levels affect you.



# Internal distractions

- ▣ Avoid mental distractions by keeping reminder notes.
- ▣ If possible, study when you are most alert.
- ▣ Take breaks (even 5 min.) between study sessions or when you feel your concentration slipping.



# Avoiding Procrastination

- ▣ Study difficult or boring subjects first.
- ▣ Consistently avoiding studying may be a signal to change majors or course direction.
- ▣ Ask yourself, “Could I find time for studying if I really wanted to?”
- ▣ Block study time into your weekly calendar for specific assignments.



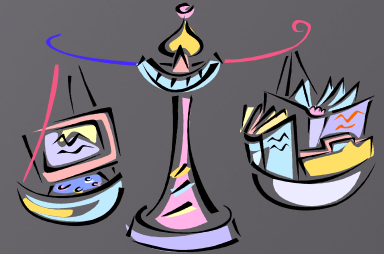
# Get Organized

- ▣ Get everything you need for studying together before you begin.
- ▣ Break assignments into smaller parts and set time aside to complete each.
- ▣ Assign daily activities into high, medium and low priority and complete high priority tasks first.





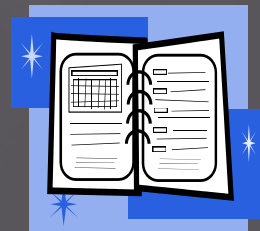
# What about other responsibilities?



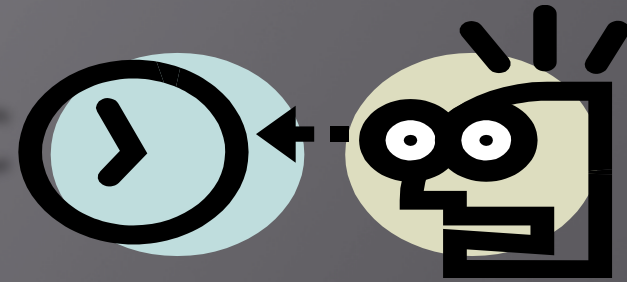
- ▣ Rank activities in order of importance; be realistic about what you have time for, and learn to say NO.
- ▣ Accept that sometimes you may need to accept lower standards in your academic work and make adjustments such as learning to skim, reading chapter summaries or article abstracts.
- ▣ Take time for what's truly important: friends/family, time alone, health, prayer, community service, etc.

# Time Management Tips

- ▣ Take advantage of waiting time by going over flash cards.
- ▣ Allow flexibility in schedule for unexpected things.
- ▣ Shorter study sessions are more productive than longer sessions.
- ▣ Do not study similar subjects back to back.
- ▣ Decide if a electronic or paper scheduler would work best for you.



# Be Realistic



- ▣ Don't berate yourself or worry about the future. What realistically can be changed and what cannot?
- ▣ Be objective about your weaknesses and have a plan to improve.
- ▣ Ask yourself, "Can I do just one more thing?" or "Could I find time for studying if I really wanted to?"
- ▣ Plan a certain amount of time for tasks...push yourself to see what your time requirements actually are.



# Using time to fulfill goals

- ▣ Make sure daily/weekly activities relate to an over-all goal. If not, let activity go.
- ▣ Work backward from your long-range goals to specific tasks to reach those goals.
- ▣ Write down your plan and work toward it even if it is uncertain or incomplete.
- ▣ Look for what's missing in your life when you set goals but don't let go of things you find important.



# Time scheduling tips for college

- ▣ Keep a weekly study schedule!
- ▣ Break assignments into manageable units.



- ▣ Study time depends on: your ability, the class difficulty, the grade you want, and your use of study time.
- ▣ Re-plan your schedule from week to week.

# More time management skills for college students...

- ▣ Study as soon after your lecture class as possible.
- ▣ Make use of breaks between classes to study.



- ▣ Schedule most important tasks for when you are most alert.
- ▣ Include a minimum of 2 study hours/day.

# Review Questions

(Answers on last slide)

# 1. The amount of time you should study depends on:

- a. your ability level.
- b. the difficulty of the class.
- c. the grade you want.
- d. how you use your study time.
- e. all of the above



## 2. When is the best time to start reviewing class notes?

- a. The week before you will be tested on the material.
- b. The night before you will be tested on the material.
- c. Before you go to bed on the night you took the notes.
- d. As soon as possible after you took the notes.

### 3. What type of study session is more likely to lead to retention of information in long-term memory?

- a. Short study sessions
- b. Long study sessions
- c. Alternating short and long sessions
- d. It doesn't make a difference if study sessions are long or short.

# 4. What subject should you study first?

- a. The subject you find the easiest.
- b. The subject you enjoy the most.
- c. The subject you find the most difficult.
- d. It makes no difference which one you study first.

# When you are making a list of daily activities to complete, what is the best way to organize them?

- a. By what you feel most like doing that day.
- b. By what other people tell you is most important to complete.
- c. By determining if the activities are high, medium or low priority.
- d. It doesn't matter how you organize your daily tasks as long as you complete them all.



# Correct Answers

Question 1: E

Question 2: D

Question 3: A

Question 4: C

Question 5: C