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
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.
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.
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.
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.
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.
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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>3 – 4:00 pm</th>
<th>8 – 9:00 pm</th>
<th>4 – 6:00 pm</th>
<th>REVIEW DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>3 – 4:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 – 9:00 pm</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>3 – 4:00 pm</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>8 – 9:00 pm</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>3 – 4:00 pm</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>8 – 9:00 pm</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Sat</td>
<td>10 – 12:00 pm</td>
<td></td>
<td></td>
<td>4 – 6:00 pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 – 4:00 pm</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>7 – 9:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>REVIEW DAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


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

<table>
<thead>
<tr>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 – 9:00 am Chapter 1</td>
<td>8 – 9:00 am Chapter 2</td>
<td>8 – 9:00 am Chapter 3</td>
<td>10 – 12:00 pm Chapter 4</td>
<td>2 – 4:00 pm</td>
</tr>
<tr>
<td>• class study guide</td>
<td>• study guide</td>
<td>• class study guide</td>
<td>• study guide</td>
<td>• Review summary notes</td>
</tr>
<tr>
<td>• homework questions</td>
<td>• homework questions</td>
<td>• homework questions</td>
<td>• homework questions</td>
<td>• Self quiz on chapter 1 &amp; 2</td>
</tr>
<tr>
<td>• handouts</td>
<td>• video notes</td>
<td></td>
<td>• 2 short papers</td>
<td></td>
</tr>
<tr>
<td>3 - 4:00 pm Chapter 1</td>
<td>3 – 4:00 pm Chapter 2</td>
<td>3 – 4:00 pm Chapter 3</td>
<td>4 – 6:00 pm Chapter 4</td>
<td>7 – 9:00 pm</td>
</tr>
<tr>
<td>• lecture notes</td>
<td>• lecture notes</td>
<td>• lecture notes</td>
<td>• lecture notes</td>
<td>• Review summary notes</td>
</tr>
<tr>
<td>• textbook notes</td>
<td>• textbook notes</td>
<td>• textbook notes</td>
<td>• textbook notes</td>
<td>• Self quiz on chapter 3 &amp; 4</td>
</tr>
<tr>
<td>• notes – guest speaker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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.dartmouth.edu/~acskills/success/time.html
- http://www.timemangementgoals.com/poor_time_management.htm
- http://timemangement.kgcenterprise.com/high_school_students.html
- http://www.schoolguides.com/collegepreparation/time_management_tips_for_high_school_students.html
- www.collegeboard.com