

Time Management



Student Success Centre

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Workshop Overview

- ① Goal Setting: long-term, mid-range, short-term
- ② Finding the Balance
- ③ Powering over Procrastination
- ④ Time Management Tools
- ⑤ Time Management Tips

Long-Term Goals: Plan with a Purpose

- What do you want out of **life**?
- What do you want out of **your studies**?

FACT:

It may take 4 to 20 years to achieve your Long Term Goals.

Mid-Range Goals

- What do you want to achieve this year?

Short-Term Goals

- What do you need to accomplish in order to achieve these mid-range and long term goals?

Finding the Balance

- One week = 168 hours
 - 56 hours a week: sleeping
 - 56 hours for academics
 - 56 hours for “life”



How Much Do You Need to Study?

- 2 hours of study for each hour in class.
- More difficult classes may need 3 or more hours of study for each hour in class.

Powering Over Procrastination

Three causes of Procrastination:

- ① Lack of interest
- ② Poor time management
- ③ Poor habits

Reasons Students Procrastinate

- Insufficient time
- Difficulty concentrating
- Anxiety
- Fear of Failure
- Perfectionism
- Waiting for the “right mood” or “right time”
- Belief that best work is done under pressure
- Misjudging how long a task will take
- Feeling overwhelmed

The Power of Ten

- Overwhelmed? Anxious?
- Take control of your study environment.
- The 'Swiss Cheese Approach' / Ten Minute Ticker

Time Management Tools

Term Schedule

Fixed Commitment Schedule

Weekly 'To Do' List

Daily 'To Do' List

Term Schedule

- Use course syllabus, and a different coloured marker for each course, to put this information on the calendar:
 - ✓ All assignments
 - ✓ All tests
 - ✓ All exams
 - use CAPITALS for exams or colour differently



Fixed Commitment Calendar

- Classes
- Meals
- Study
- Sleep
- Work (unless hours vary)
- Sports and Clubs etc.

Greg's Fixed Commitment Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 A.M.	sleep	sleep	sleep	sleep	sleep	sleep	sleep
8:00 A.M.	shower/ dress/eat	shower/ dress/eat	shower/ dress/eat	shower/ dress/eat	shower/ dress/eat	sleep	sleep
9:00 A.M.	Algebra class	lift weights	Algebra class	lift weights	Algebra class	sleep	sleep
10:00 A.M.	lift weights	lift weights		lift weights	lift weights	shower/ dress	shower/ dress
11:00 A.M.	English class	History class	English class	History class	English class	eat	eat
12:00 P.M.		eat		eat		work	watch football
1:00 P.M.	eat		eat		eat	work	watch football
2:00 P.M.	Sociology class		Sociology class		Sociology class	work	watch football
3:00 P.M.						work	watch football
4:00 P.M.	practice	practice	practice	practice	practice	work	watch football
5:00 P.M.	practice	practice	practice	practice	practice		work
6:00 P.M.	eat	eat	eat	eat	eat	eat	work
7:00 P.M.							work
8:00 P.M.					out	out	work
9:00 P.M.					out	out	work
10:00 P.M.					out	out	
11:00 P.M.	TV	TV	TV	TV	out	out	
12:00 A.M.	sleep	sleep	sleep	sleep	out	out	sleep
1:00 A.M.	sleep	sleep	sleep	sleep	out	out	sleep
2:00 A.M.	sleep	sleep	sleep	sleep	sleep	sleep	sleep
Hours Available for Study		34		Hours Needed for Study		32	

Weekly 'To Do' Lists

On Sunday night:

- ✓ List assignments due that week.
- ✓ Every night check this list to see if you are on top of everything.

Daily 'To Do' Lists

Each morning:

- ✓ Prioritize tasks.
 - “A” for **high** priority tasks
 - “B” for **medium** priority tasks
 - “C” for **low** priority tasks
- ✓ Add tasks left over from previous day.
- ✓ Put **academic goals** at top of page.
- ✓ Put **personal goals** at bottom.
- ✓ Check off completed tasks

Sample Daily 'To Do' List

Academic:

- Read History text pp. 177-187
- Select essay topic for Sociology
- Prepare study cards for Biology Chapter 2
- Read Psychology text pgs. 34-44
- Book tutoring session for Statistics

Personal:

- Go to Office of Student Awards & Financial Aid
- Laundry

80/20 Rule

- We spend **80%** of our time on the **trivial** things.
- We spend **20%** of our time on the **vital** things.
- Ask yourself: *Is this the best use of my time right now?*
- Concentrate on the activities of value.

Time Management Tips

- Start assignments & papers as soon as you can.
- Break large tasks into small, manageable chunks.
- Schedule time to complete each study task, build in breaks.
- Use small blocks of time.
- Tackle difficult courses first.
- Learn to say “No.”
- Use “Do not Disturb” sign.
- Use the ‘Swiss Cheese’ approach.
- Concentrate! Give 100% of your attention to the task.

References

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