Time Management

Academic Achievement Programs

Tutoring and SI Program
Time Management

- Characteristics of a self-regulated learner are:
  - Independent and active learners who effectively manage their learning experiences
  - Have a large arsenal of cognitive and meta-cognitive strategies they readily deploy when the situation calls for it
  - Have adopted learning goals and strive to completing them
  - Are motivated in the learning process, which is characterized as a student’s willingness to engage and commit effort to completing a task.
Time Management

- Time management is a critical issue for college students; how smart students are is less important to their success than how they manage their time.

- The demands on your time may be entirely different from anything you have previously experienced, and these demands on your time will force you to make important decisions regarding your goals.

- Most professors agree that you can count on at least two hours of outside work for every hour you are in class. Many add that those two hours of work may earn you only a C. Some classes require more time.

- In addition to managing your academic schedule, you also have to pay attention to your other responsibilities.
Importance and Urgency

- The significance of importance and urgency in choosing our actions is illustrated in the following matrix.
- The matrix shows that our actions fall into one of four quadrants, depending on their importance and urgency.
- In what quadrant(s) are you choosing to spend most of your time?
### The Time Matrix

<table>
<thead>
<tr>
<th></th>
<th>Important</th>
<th>Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I</strong></td>
<td>Urgent</td>
<td>Not Urgent</td>
</tr>
<tr>
<td>Pressing problems</td>
<td>Preparation</td>
<td></td>
</tr>
<tr>
<td>Deadline driven projects, meetings, preparations</td>
<td>Prevention</td>
<td></td>
</tr>
<tr>
<td>Crises</td>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td><strong>II</strong></td>
<td>Important</td>
<td>Not Important</td>
</tr>
<tr>
<td>Interruptions, some phone calls</td>
<td>Trivia, busywork</td>
<td></td>
</tr>
<tr>
<td>Some mail, some reports</td>
<td>Some mail</td>
<td></td>
</tr>
<tr>
<td>Some meetings</td>
<td>Some phone calls</td>
<td></td>
</tr>
<tr>
<td>Many proximate matters</td>
<td>Time wasters</td>
<td></td>
</tr>
<tr>
<td>Many popular activities</td>
<td>Activities to excess</td>
<td></td>
</tr>
</tbody>
</table>
The Power of Quadrant II

- Creators spend as much time as possible in Quadrant II by:
  - Scheduling conferences with professors
  - Organizing study groups
  - Tape-recording summaries of class notes and listen at every opportunity
  - Predicting questions on upcoming exams
  - Preparing 3x5 note cards and review them in between classes
The Power of Quadrant II

- Creators say “no” to Quadrant III and IV.
- Sometimes, the choice is to say “no” creatively to other people.
- When you say “no” to Quadrants III and IV, you free up time to say “yes” to Quadrant II (and sometimes Quadrant I).
Employing Self-Management Tools

- How can you devote more time to the people and activities that matter to you most?
- The secret of mastering effective self-management is maximizing your time in Quadrant II.
  - Monthly/Weekly Calendars
    - Provides an overview of upcoming commitments, appointments, and assignments.
  - Next Action/Task List
    - Record everything you want to do that day or as soon as possible thereafter.
  - Tracking Forms
    - Effective for scheduling actions that need to be done repeatedly to reach a short-term goal. The form will help you to take one small step after another until you have successfully reached your destination.
Monthly Planning—Flow of Semester

- 1st two weeks—"La La Land"
- 3rd/4th Week—Reality Sets in
  - Note important dates
- 4th-8th Weeks—Busy with papers, exams and midterms
  - Note important dates
- 9th-11th—Things may slow down some
  - Note important dates
- Zone of Good Intentions
- Last two weeks—Professorial Panic Zone
Monthly Planning—Flow of the Semester

- Use all course syllabi to predict your own “Flow”
- Syllabi vary in terms of information provided
  - Be ware of “Wild Cards”
- Include following information:
  - Test dates
  - Paper/Project due dates
  - Draft due dates
  - Presentation dates
Weekly Planning

- The key to time management is paying attention to and finding balance to the four aspects that make up you—the college student:
  - **Academic**: (going to class, completing assignments, tutoring, etc.)
  - **Social**: (leisure time, campus organizations, service, etc.)
  - **Physical**: (getting enough sleep, balanced nutritional diet, exercise, etc.)
  - **Inner Well-Being/Spiritual**: (“alone-time”, attending religious services, support groups, etc.)

- To manage your time effectively, learn how to balance the four aspects of your college self. **First**, you must **find and use a planner system** that works for you. This can be a daily/weekly planner, a desk calendar, Internet calendars like Google Calendar, or PDAs.
Weekly Planning

- Use Monthly Planner/Syllabi to assist in planning your week
- Review values, roles, mission
- Evaluate last week
- Check master task list
- Complete goals based on values and roles
- Schedule big rocks first
Daily Planning

- Review yesterday
- List today’s events realistically
- Value each task (A, B, C)
  - A—vital
  - B—important
  - C—optional
- Order each task by importance (1, 2, 3)

“I can’t spend time I do not have.”
Procrastination

- Ask your self these questions:
  - What do I procrastinate?
  - Why do I procrastinate?

“We tend to procrastinate events that are unpleasant, complex, or uninteresting, regardless of their priority.”
Managing Your Academic Self

- Decide which of your courses is your top concern.
- Commit yourself to completing work in that class before you go home each day. Mark off that time in 1 ½ hour chunk.
- Do not forget to allow 15 minutes per session for summarizing or review.
Managing Your Academic Self

- Rule of thumb: Daily maintenance usually takes 2 hours per one hour of class time.
- Plan other study time by alternating 1 ½ hour study chunks for each subject.
- Notice your attention span—if you need to, shorten your study time and add multiple sessions throughout the day.
Managing Your Academic Self

- Allow a hour or more per course for weekly review. These reviews reduce the need for cramming and help forge conceptual links.

- Look at the hours in the morning before lunch. Often the hour between classes is lost—and these hours add up! Use that time for note cards, going over notes, quick summaries or planning.
Remember…

- You must find balance between the four aspects that make up the college self:
  - Academic
  - Social
  - Physical
  - Inner-well being/Spiritual
Developing Self-Discipline

- The willingness to do whatever has to be done, whether you feel like it or not, until you reach your goals and dreams.
  - Commitment
  - Staying focused
  - Being persistent
In parting...

- Consistently using a self-management system is a habit that takes time to establish.
- Experiment until you find the system that works for your personal style.
References

- Ellis, *Becoming a Master Student: 10th Edition*, 2004
- Lakein, *Take Control of Your Time and Life*, 1973
- Hopper, *Practicing College Learning Strategies*, 2004
- The Franklin Covey Planner System
- *The Seven Habits of Highly Effective People* by Stephen R. Covey
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