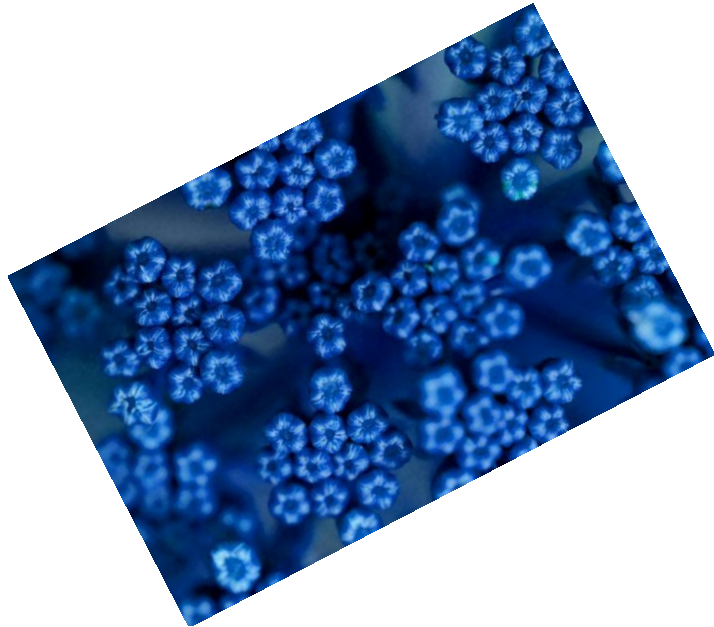
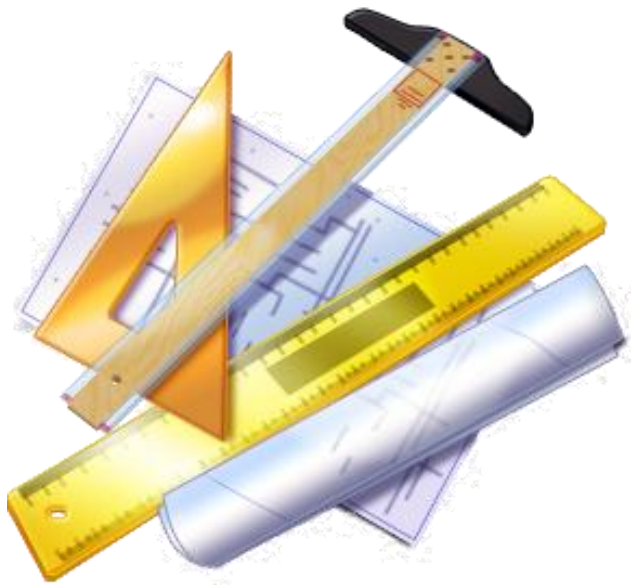


Time Management #2

The Details



Time Management Tools



- An appropriate study environment – perhaps the library or computer center?
- A list of your goals (short and long term) – try it, you’ll be pleasantly surprised.
- Clock and/or watch
- Monthly calendar (electronic, or printed – either is fine)
- Weekly day planner
- Pen, pencils, and/or ink in your printer
- Note cards

Time Management Do's & Don'ts

Do:

- Get good sleep.
- Study in a well lit environment in which you can concentrate.
- Keep regular study hours (your university education is a full-time job and you're worth it!)
- Have necessary supplies handy.
- Learn to say “No” when you're asked to take time away from studying.
- Take a 10 – 15 minute break for every two hours of studying.



Don't:

- Study in bed
- Kid yourself that you can study with a group of people in the same room.
- Wait until the last minute to begin any assignment.
- Cram. Remember, “slow and steady wins the race.”

Calendar Planning

You will need two types of calendars for the best result:

- A monthly calendar (to see the big picture)
- And a weekly planner (for the details)



Monthly Calendar - Overview

- When you create your monthly calendar be sure to include all of the suggested items for the ENTIRE semester and include what's going on for you during Final's Week:
- It may help you to use a different color text or highlighter color for each academic class &/or assignment.
- You may abbreviate course names (i.e., FRS instead of FRS 180) - Academic Self-management), and what assignment or test, etc., you are noting (i.e, FRS T Chap1-4).

Remember there are only 168 hours in a week. This exercise will help you to see where you spend your time and how to adjust if needed.



Monthly Calendar – Items to Include

- Class meeting times
- Assignments or course work due dates (example: read FRS Ch3)
- All known tests & exams - even if you don't know a specific date, but you know you will have a midterm, make an educated guess so you will not be taken off guard when this happens.
- Three (3) hours of study time for each credit hour for which you are registered.
- All appointments (personal and academic).
- Work hours – even if these change each week you can usually make a good guess and swap hours with others if needed.
- Club/organization meetings

After this is completed, look over your entire semester schedule and find what seem to be your TWO (2) toughest weeks and note those on the side margin next to that Sunday. Now, you need to strategize how to manage those busy weeks best.



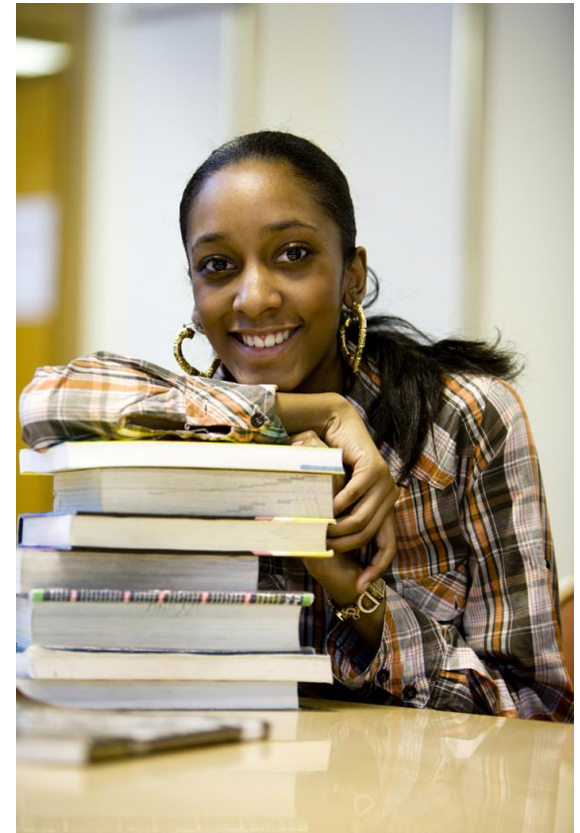
HOW Many Study Hours??



- Yes, really. Faculty expect students who will do well in their classes (getting A's & B's) to study about 3 hours for every credit hour taken that semester.
- That means if you are a full time student taking 15 credits you should set aside 45 additional study hours.
- Yes, 60 hours is a lot. Your educational experience is like a job – and you're worth it.
- Lots of different methods and ways of learning new material are considered studying (see the next slide for a list).
- Hey, if you're already getting all A's don't worry about it. If you're not, then read on.

Is THAT Studying? Yes!

- Reading
- Doing homework assignments
- Doing research for a paper you need to write
- Writing a paper (or editing or revising it)
- Practicing an instrument
- Creating a piece of art
- Learning vocabulary
- Reviewing notes from class
- Studying in a group with students who are in the same class.



Special Reminders

Some professors will calculate your final grade based on:

- Only two tests
- One research paper
- Tests of the type you don't prefer
- One individual presentation
- One or more group presentations where you all get the same grade.



What Then?

- Don't Panic
- When your grade is determined by a method you find challenging it is even more important for you to plan regular study time, utilize study time effectively and review that information often to keep it fresh in your mind.
- Remember, when studying you are building the foundation for other information to be added in the future.



Tips

- Divide up the semester into equal amounts and split up the studying or writing you have to accomplish.
- By planning ahead and keeping up with your studying you avoid having to cram, and you have less stress and anxiety than if you didn't plan at all. Planning actually SAVES you time.
- You are likely to end up with a much better grade and you should remember the information longer too.
- If you have some very busy or tough weeks it's important to strategize backwards from the due date to see when you need to begin a project.
- Remember, Inter-Library Loan may take up to a week.
- Don't expect to change everything at once. Try one or two strategies at a time. Find what works for you.



Weekly Calendar



- Transfer the monthly calendar and any necessary detail to your weekly calendar.
- This helps you to keep up with the smaller details that add up to accomplishing the total work/goals you need to complete.
- It's more easily portable than many monthly calendars.
- Weekly calendars often have added features like address books, and a place for notes.

What Are The Note Cards For?

- To list both your long-term and short-term goals
- Flashcards to quiz your memory (tip: do 10 at a time and keep mixing them up)
- To write down bibliographic information when performing research
- To remind yourself of your outline or details when giving a presentation
- Just to name a few uses...



ASK QUESTIONS

We're here to help educate you.

There are many wonderful resources available to assist you in reaching your goal of obtaining your degree.

Some of those resources are books and various technologies, while others are people and opportunities.

Take advantage of the resources and ask questions when needed. That may be the best time management advice of all.



Learn Like You Mean It

Student Success Centers

For more information on being a successful college student contact
the Student Success Center.

119 Payson Smith Hall, Portland

780-4040

119 Bailey Hall, Gorham

780-5652

119 Lewiston-Auburn College, Lewiston

753-6500

or e-mail: studentsuccess@usm.maine.edu

Student Success Advisors are available to help you.