

Time Management



November 9, 2006

Counselor: Carrie Warkentin

What does Industry say?

- What you need to produce a good portfolio is available to everyone: this valuable asset is **time**.
- **If you aren't willing to make the sacrifices needed to invest time in your portfolio, don't complain, because it's your own fault.**
- Use your energy positively to work on your portfolio instead of complaining.
- If your portfolio is mediocre right now, then **“the more time you spend each week practicing and improving, the less time it will take to land that first job.”**

Ben Mathis (www.Poopinmymouth.com)

Why is Time Management important?

- ❑ About 10% of students drop out in their 1st quarter.

Why?

Because Life happens, and they're not prepared!

- ❑ To be successful in your field and achieve your goals, you have to prioritize and plan how you will spend your most valuable resource: time!

1. Prioritize!

Make time for the essentials:

- ✓ Classes
- ✓ Homework assignments
- ✓ Study time
- ✓ Work
- ✓ Friends & social activities
- ✓ Exercise
- ✓ Sleep
- ✓ You

WiseTime Management Skills Mean:

- You will be a better and more efficient student
- You will suffer less from stress and burn out
- You'll have more time for friends, family and fun
- You will be better at managing others
- You will be more attractive to employers
because you will make them more money
- When you get into the last quarter you will be
prepared and able to complete your program

Time Management

Adapted from: Sherry K. Lynch, Ph.D., University Counseling Center, Virginia Tech.

- I) Time Management Questionnaire
- II) Where Does Time Go?
- III) Planning Your Schedule
- IV) Making Your Schedule Work for You
- V) Time Wasters

Time Management Quiz!

- 1) ___ Have you estimated how many hours you need to study this semester?
- 2) ___ Do you tend to complete assignments on time?
- 3) ___ Have you estimated how long it takes to read a chapter in one of your texts? Review your notes?
- 4) ___ Do you begin working on long-term assignments at the beginning of the semester?
- 5) ___ Do you make lists of things to do in your head rather than on paper?
- 6) ___ Do you participate in social activities even when you know you should be studying?

Time Management Quiz

- 7) ___ Do you schedule time to study for exams?
 - 8) ___ Do you have a job that requires more than 20 hours per week?
 - 9) ___ Do you know exactly what tasks (parts of an assignment, pages to read etc.) you are going to do when you sit down to study?
 - 10) ___ Do you do the assignments from your favorite class first?
-
- Give yourself 1 point for every YES answer to questions 1-4, 7, 9
 - Give yourself 1 point for every NO answer to questions 5, 6, 8, 10
 - The higher your score the better you are at Time Management!

Where Does the Time Go?

How many hours are there in a week?

How many hours do you need to study?



Where does your time go?

The following are Per Day

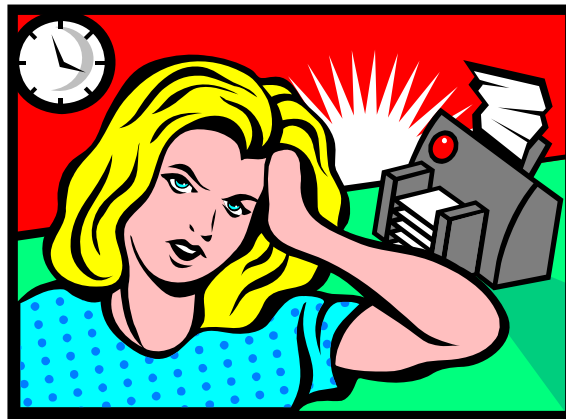
- Hours of sleep each night $\quad _ \times 7 = _$
- Hours spent grooming per day $\quad _ \times 7 = _$
- Hours for meals & snacks $\quad _ \times 7 = _$
- Travel time $\quad _ \times 7 = _$
- Hours doing errands/chores $\quad _ \times 7 = _$
- Hours at work/job $\quad _ \times 7 = _$
- Hours of class time $\quad _ \times 7 = _$
- Hours of social time $\quad _ \times 7 = _$
- Hours of exercise $\quad _ \times 7 = _$
- Other $\quad _ \times 7 = _$

Where does your time go?

- Total number of hours in a week: 168
- Total number of hours used per week: _____
- - _____ number of hours of your activities
- = _____ your total hours left to study each week

How much time do I need for studying?

Minimum: 2 hours for every 1 hour of class.
For a full time student this means 40 hours!



What if I have less than 40 hours left for studying?

- Evaluate where you can cut back on less important activities.
- Can you cut out an activity?
- Do you really need to spend 20 minutes brushing your teeth?
- Can you skip watching TV some days?

Now that you know...

How do you plan your schedule?

- As a student you need to plan your time in 3 different ways:
 - ✓ Long Term Planning
 - ✓ Weekly Planning
 - ✓ Short Term Planning



Long Term Schedule

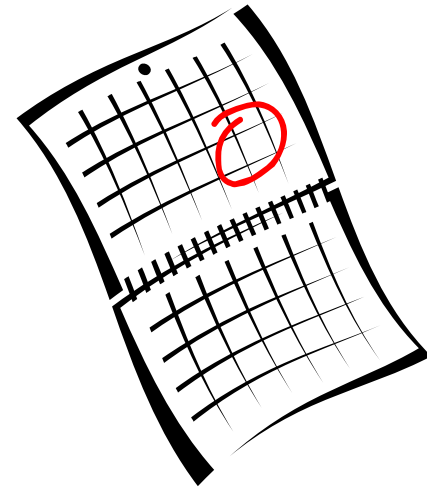
- Long Term means **The Whole Quarter!**
- Look at your entire quarter at a glance.
- Invest in a *Good Calendar* that can be written on and photocopied often.
- Your calendar should be placed in an area that you see everyday. Look at it often to remember your daily commitments.

Long Term Schedule

- **What goes on my Long Term Schedule?**

- ✓ All fixed commitments
- ✓ Tests
- ✓ Papers due
- ✓ Assignments due
- ✓ Work schedule
- ✓ Class times
- ✓ Dance class
- ✓ Sister's wedding
- ✓ The weekend your parents go out of town!

Anything that cannot be changed



Weekly Schedule

- Week to Week Plans
- List all your assignments, tests, dates, etc. for the week that need to get done
- Try to prioritize: label them “most Important” or “Must do”, “least important” “can wait”
- Use numbers, colours, stars, stickers... whatever makes sense to you

Short -Term

- Write down what must be completed for that day
- Make sure your plan has time for eating, sleeping, personal business and some social activity (15 minutes talking to a friend etc.)
- Make sure to include 15 minutes before each class to review your notes and prepare for the day's lecture
- Carry your student agenda with you so you can refer to it throughout the day!

Look at the schedules provided in
your package...

Once you have filled it in...

- ❑ Now you can see the empty blocks of time you have to study in.
- ❑ If you don't have any empty blocks or you have very few you need to consider eliminating some of your activities while you are a student.
- ❑ The standard rule for College/University is 2-3 hours study time for every hour in class. Think about this....do you have the time? Where can you make more time?
- ❑ You don't need a block of 4 hours to do quality studying. You can do a lot in 2 hours or even 1 if you are efficient.

Making Your Schedule Work for You

- Identify your best time of day to study.
- Everyone has periods of least and most alertness during the day. Try to choose your most alert time to do your most intense studying or work on difficult assignments.



Sleep is important!

Does anyone know what the scientific name for these sleep/ wake cycles is?



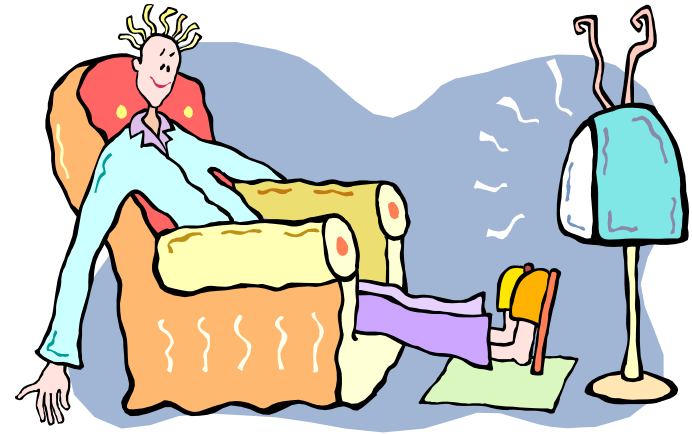
Making Your Schedule Work For You

- Study difficult or boring stuff first. If you do it last you will probably be too tired to understand it.
- Try to study in the same location each day. You can condition your Brain & Body to learn.
- Try to study in the same place the exam will be held. You'll be able to recall more of what you studied on the exam because of environmental cues and conditioning effects.

Strategize your study time!

- Use time that you normally waste – like on the bus, at the Doctor's office, waiting in line to pay student fees etc.
- Avoid studying in places that are distracting – like Starbucks, Chapters, the Video Arcade, Raves!
- Try to organize your errands and chores so you aren't driving all over the city or using up an entire Saturday afternoon.

Time Wasters



- **Telephone**
- **TV & internet**
- **Poor planning**
- **Not having all your supplies**
- **Over-sleeping**
- **Poorly planned errands**
- **Worry**
- **Procrastination**
- **Not dealing with personal issues**

What's The Biggest Time Waster of All?

**Not asking for help or
clarification when you need it!**



Procrastination

**Am I lazy? Or is it
something else?**

How to get in touch with the counselor:

- ❑ Call: 604-683-9200 for an appointment
- ❑ E-mail: counselor@aii.edu

