Time Management

As adopted by the Center for Student Success (CSS) for the
OU 097 Strategies for Success Course at
Oakwood University
In Huntsville, AL

Adapted from Hopper (2016)
by Ruth Piri, CSS Advisor & Instructor OU 097

Practicing the Principles of
Time Management

CHAPTER 2

PRACTICING COLLEGE LEARNING STRATEGIES
CAROLYN H. HOPPER

OU 097
Strategies for Academic Success
Never underestimate your power to take your life in a new direction.

Never stop dreaming,
Never stop believing,
Never give up,
Never stop trying, and
Never stop learning!

There is only one thing that makes a dream impossible to achieve: THE FEAR OF FAILURE.

IT’S THE BEGINNING OF THE SEMESTER.

➢ Are you already behind in almost everything you need to do?
➢ You are a College Student.
➢ If you are not already behind and frazzled,

You will be! Here are some reasons to consider

SCHEDULING
SCHEDULING:
The Road Map or GPS for Time Management

- Scheduling is like using a GPS to make sure you don’t get lost on each leg of your road trip.
- Things probably won’t ever go exactly as planned, but if you have a basic plan, you can adjust.

Benefits of Scheduling

- Prevents procrastination.
- Helps you stay up to date and avoid last minute cramming.
- Makes studying enjoyable.
- Provides balance and time for guilt-free leisure time.
- Keeps YOU in control of your priorities.
- Actually saves time by providing a guide for you to follow.
Principles of Scheduling

✓ Study **before** a discussion class or one that has frequent pop quizzes.

✓ Study immediately **after** lecture classes.

✓ **Study the same time every day**—and preferably the same subject at that time.

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Principles of Scheduling

✓ Plan **enough time to study**.

✓ In order to determine how much time to schedule for study, you need to determine what study actually involves.

✓ On your paper, write the name of one class you are taking. Then list all the types of things you must do for that class in order to keep up to date and prepared.

✓ How much time do you think you will realistically need to complete all that is involved in studying for that class?
Principles of Scheduling

✓ Space study periods.

✓ You tend to remember the first 20 minutes and last 20 minutes of any study period.

What did you say?

✓ Most college professors say that it should take at least two hours outside of class to prepare for every hour you are in class.

Note:

✓ If your study time is regularly scheduled, and if you have a plan for studying, you can probably accomplish more work in less time.
Principles of Scheduling

✔ List activities according to priorities.
✔ Study during your prime time, the time when you are most alert.
✔ Leave unscheduled time for *flexibility*.
✔ Analyze your use of time.

Creating a Master Schedule
Step One

Fill in the times with everything you have no choice about when you do them: classes, labs, job, picking up children at school, commuting, set weekly meetings.

Step Two

✓ Count the number of blank spaces.
✓ (Yes, include Saturday and Sunday).
✓ Write this number at the bottom of the Master Schedule.
✓ These are the number of hours that you can choose what you do.
✓ You will note that the Master Schedule accounts for only the hours between 7am and midnight.
✓ You can create more choices by getting up earlier or accounting for hours after midnight.
Step Three

✓ Now fill in those blank spaces with things that you need to do but have a choice about when you do them.
✓ I assume that your first priority is school, so begin there.
✓ For each 3 hour class that you are taking, fill in three spaces with study time for that particular course. *(for math you may allow 5 spaces)*
✓ Don't just fill in "Study." Fill in study/math.

Step Three (Continued)

✓ Make sure that you use what you already know about scheduling to make wise choices. *Use daylight hours.*
✓ Study *right after a lecture class or right before a recitation type class.*
✓ Treat these times as if they were classes.
✓ Miss that time only for the same reason you might miss class.
✓ Even if you don't have homework to do, use this time to review or go ahead.
✓ This is allowing you one hour of study for every hour you are in class.
✓ You will probably need more time; however, you will find with a scheduled time for each class, you will actually be able to get things done faster and won't leave things until to the last minute.
Step Four

Now fill in other things that you need to do—recreation, shopping, meeting with friends, time with family, laundry, cooking, eating, etc.

Step Five

The blanks left now are for you to use for whatever comes up—without guilt!
You probably won’t get your master schedule the way you will actually use it until--

You try it
and
Make adjustments

It Works--Prove to Yourself that it Does.

HOW TO CREATE A STUDY SCHEDULE

1. Establish short-term and long-term goals for studying.
2. List all the subjects you need to study.
3. Figure out what you need to do for each subject or exam.
4. Prioritize your list.
5. Divide your available time during the week into study blocks.
6. Reserve time for non-academic activities.
7. Fill in your study blocks.
Remember...

Stick to your schedule!

There’s no point in making a study schedule if you don’t stick to it.

Sticking with a study schedule is just as important as creating one.

HELPFUL TIPS

- Be honest with yourself, put in your schedule what you can do and not what you wish to do.
- Always do your best and stay focused on every subject you deal with.
- Try to avoid procrastination...
- Give yourself a small reward when you finish a task or stick to your schedule to keep yourself motivated.
8 TIPS OF GETTING AN EFFECTIVE SCHEDULE

1. Place the calendar or printed schedule in a visible location so that it is easy to see and follow.
2. When writing dates on a physical calendar, use a pencil so that it is easy to make changes if needed.
3. Don't create a schedule that is overly rigid or that isn't flexible enough to accommodate emergencies or conflicts that may arise.
4. Schedules should be created so that the study times are consistent each day.
5. Don't forsake well-balanced meals for study time.
6. Schedule study time in a location that has minimal distractions or interruptions.
7. Study one course at a time for no more than two hours.
8. Color coded schedules are often easier to see and follow.
### Study Plan

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### Time Quote

*He who gains **Time** gains everything.* - Benjamin Disraeli

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