



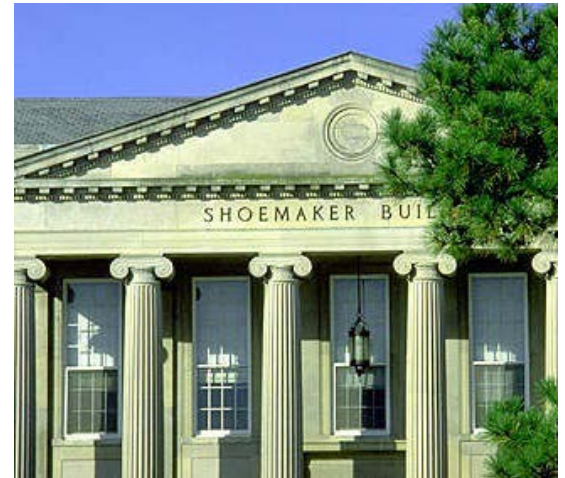
DIVISION OF
STUDENT AFFAIRS
COUNSELING CENTER

THE TIME OF YOUR LIFE



Counseling Center

- Accessibility and Disability Service
- Counseling Service
- Research Unit
- Testing Office



www.counseling.umd.edu

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Workshop Objectives

In this workshop, you will learn tips for effectively managing your time in college.

Numbers Activity

1 2 3 ...

Time Management is Life Management

“Controlling your life means controlling your time and controlling your time means controlling the events in your life.” (Smith, 1994, p. 20)

Challenges

College students are required to

- Think at higher levels
- Process more in less time
- Work in high pressure situations

You have

- Less structure
- No supervisor to balance the work load
- Many people who want your time

Proactive vs. Reactive

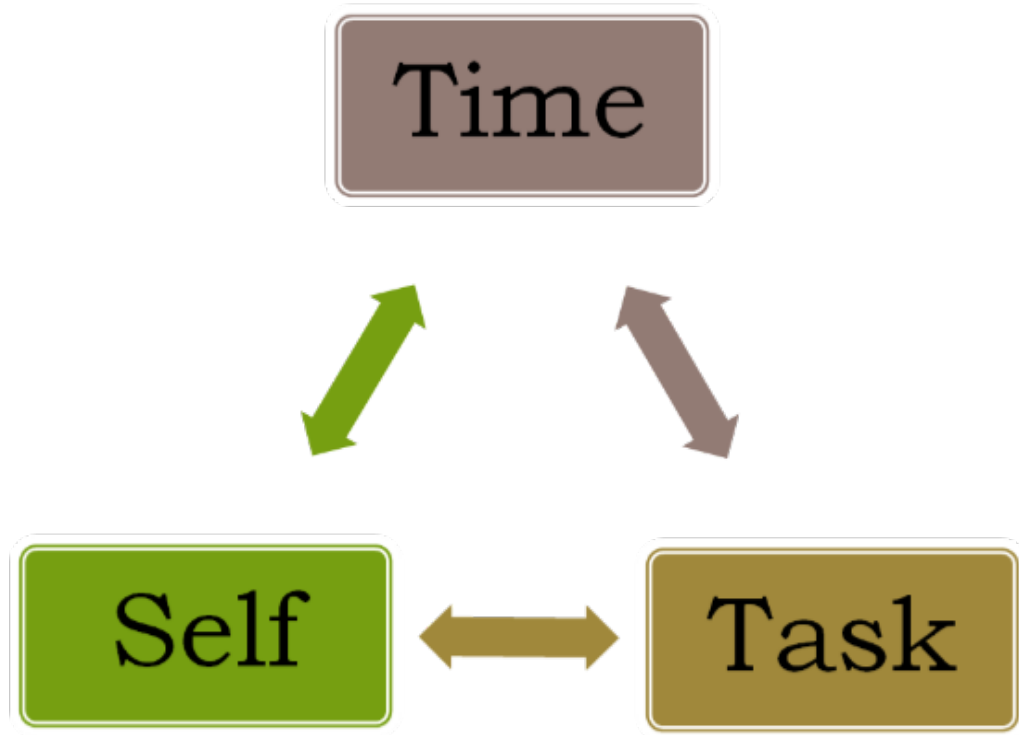
Is life happening to you or are you happening to life?

3-Step Plan

1. Set goals.
2. Prioritize.
3. Integrate effective time management and organizational tools.

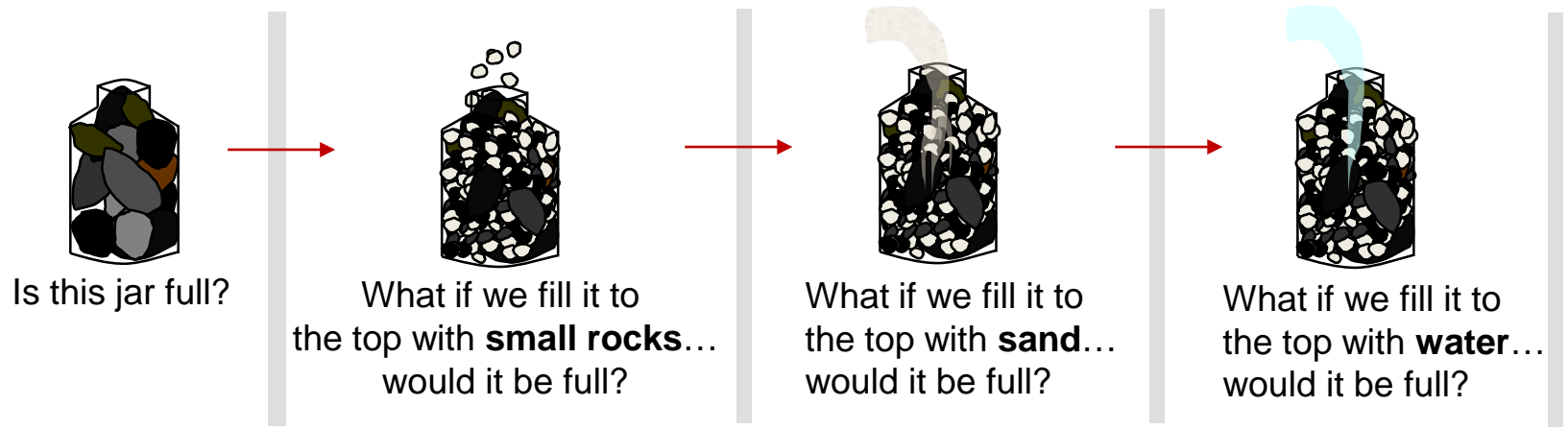


Goal Achievement





Big Rocks




The question is this:

What is the “**moral of the story**” when it comes to **time management**?



How Will You Use Your 168 Hours This Week?

<p><u>Where is your time going?</u></p> 		Hours per week
<p>15 credit hours</p> <p>15 x 2 = 30 hours of study</p> <p><u>15</u> hours in class</p> <p>45 hours TOTAL</p>	In class	
	Studying/homework	
	Preparing meals/eating	
	Sleeping	
	Working	
	Life tasks (laundry, bank, etc.)	
	Clubs, organizations, other activities	
	Email, phone	

How many hours do you have left? How will you use them?

Protected Time

- How would you reserve some time called “protected time?”



Tools for Organizing your Life

- Fixed schedules
 - “Semester Schedule”
 - “Weekly Schedule”
- Planners
- To do lists





Semester Schedule

Sept 9	10 Scav Hunt	11 Library for Engl Paper	12	13	14 GVPT Test DC event	15
16 Math Study Group	17	18 Lab Report	19 Math Test	20	21 Engl Draft – Writing Center	22
23	24	25	26	27 BSCI Review	28	29
30	Oct 1 Engl Paper	2	3 BSCI Test	4	5	6
7	8	9	10 GVPT movie	11 UNIV portfolio	12	13



Weekly Schedule

Time/Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8:00		Math cl	Bio st	Math cl	Math st	Math cl	
9:00		Eng cl	Eng st	Eng cl	Eng st	Eng cl	
10:00		Math st	Govt cl	Math st	Govt cl	Math st	
11:00		Eng st	Govt cl	Eng st	Govt cl	Eng st	
12:00		Break	Univ 100	Break	Break	Bio disc	
1:00		Bio st	Break	Bio st	Bio lab	Break	Govt st
2:00		Bio cl	Math st	Bio cl	Bio lab	Bio st	Eng st
3:00		Govt st	Govt st	UNIV st	Bio lab		Bio st
4:00	Math st		Bio lab	Govt st	Govt st group		
5:00	Govt st				Bio st		
6:00 And so on...	Planning	Math Success			Bio lab		

To Do Lists

<i>To do List</i>	Week of Sept. 14						
Course	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
ENGL101	read selection 3; take notes	write draft reflection paper 1	writing center - bring draft	read selection 4; take notes	edit reflection paper 1	read selection 5; take notes	review and redo notes
MATH 110	webassign 3.1; Math success; review notes	review notes class prep	webassign 3.1; review notes	study group review notes	webassign 3.2		webassign 3.2; review notes
BSCI105	outline chapter	do weekly assgn	redo notes - study page	read selection 4; take notes	do weekly assgn	redo notes - study page	
UNIV100	scavenger hunt	scavenger hunt	assgn 3				
BSCI Lab		prepare lab		lab report			
GVPT100	read text 50 pgs; review notes	read text 50 pgs; redo notes	test 1 prep	test 1 prep; study group (2 hours)		read text 50 pgs; make outline	read text 50 pgs; make outline
Other	SGA Meeting		Laundry		DC event at 5	Shopping	PLAN NEXT WK

Which planner is right for you?

Tech	Smart phone, Google calendar
Daily	21 or more unique commitments per week
Weekly	7-21 unique commitments per week
Monthly	7 or fewer commitments per week





Which planner is right for you?



- **Time Oriented** organizers
- **Task Oriented** organizers
- **Electronic vs. Hard Copy**

Resources

University of Minnesota's Time Management Calculator

<http://www.lib.umn.edu/help/calculator/>

Enter the start and due dates for an assignment and this online tool prepares a detailed, step-by-step plan to help you complete your assignment on time.

My Daily & Weekly Schedule

<http://www.studygs.net/schedule/index.htm>

Use this interactive tool to determine how you spend a typical day.

<http://www.studygs.net/schedule/weekly.htm>

Use this interactive tool to determine how you spend a typical week.

To-Do Lists

<http://www.studygs.net/todolist.htm>

Creating a good to-do list is not as easy as it may seem. Use this exercise every week or so to stay organized.

Resources

Time Management Tips for College and University Students

<http://powertochange.com/students/academics/timetips/>

<http://www.cappex.com/blog/college-life/time-management-tools-for-college-freshmen/>

Ten Applications of Time Management

<http://www.studygs.net/timman.htm>

Review the applications of time management that have proven to be effective as good study habits.

Prioritizing

<http://www.studygs.net/stressb.htm>

This strategy is one of many that can help you manage stress and time by setting realistic goals for yourself.

<http://www.studygs.net/schedule/goals.htm>

Use this tool to help prioritize tasks and break down individual tasks into manageable steps.

Procrastination assessment - <https://www.how-to-study.com/procrastination-assessment/>



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