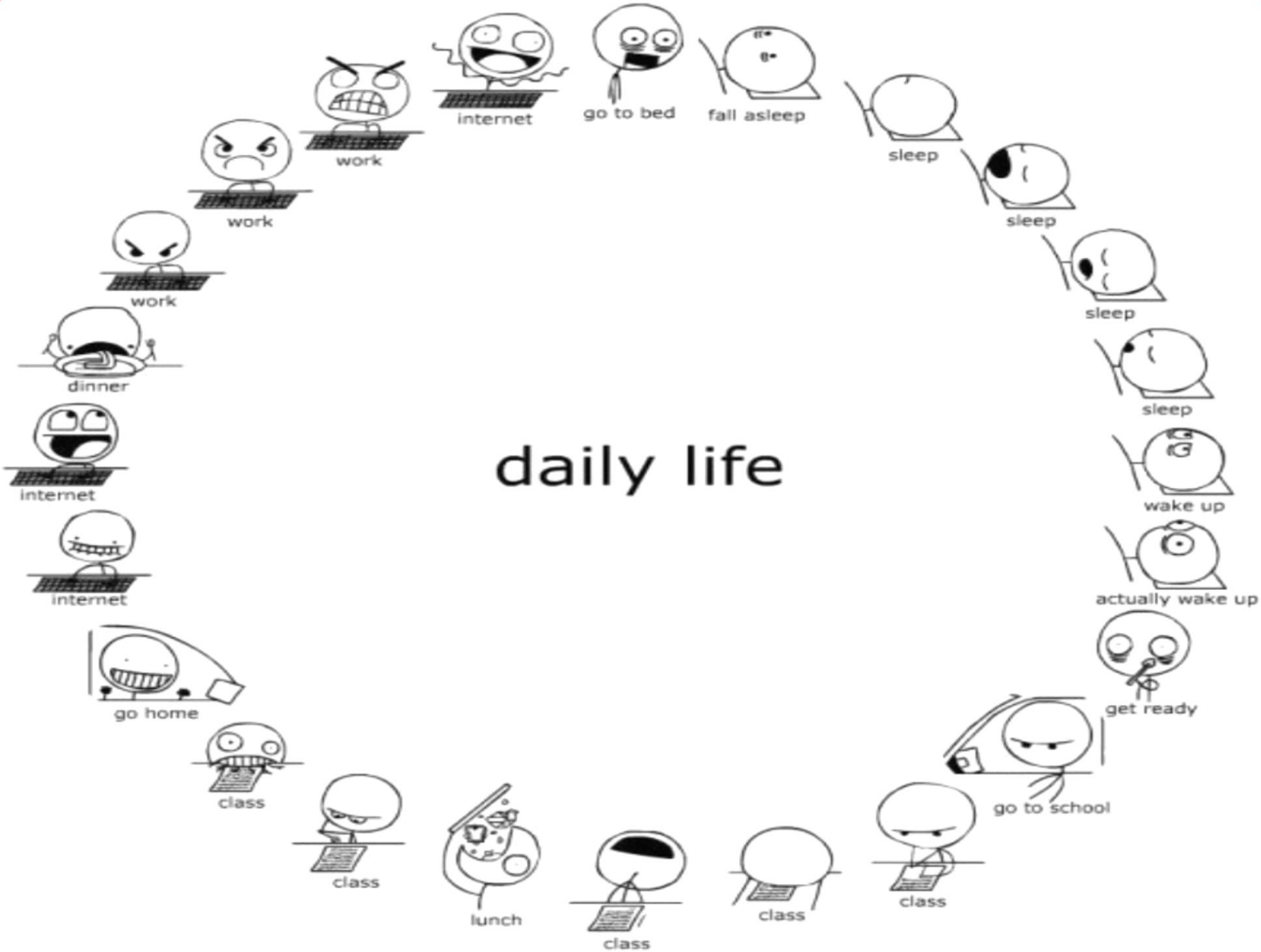
College of Western Idaho

Time Management Strategies

Tutoring Services

Opportunities For All


daily life
internet
go to bed
fall asleep
sleep
sleep
sleep
sleep
wake up
actually wake up
get ready
go to school
class
class
class
lunch
class
class
class
go home
internet
internet
dinner
work
work
work

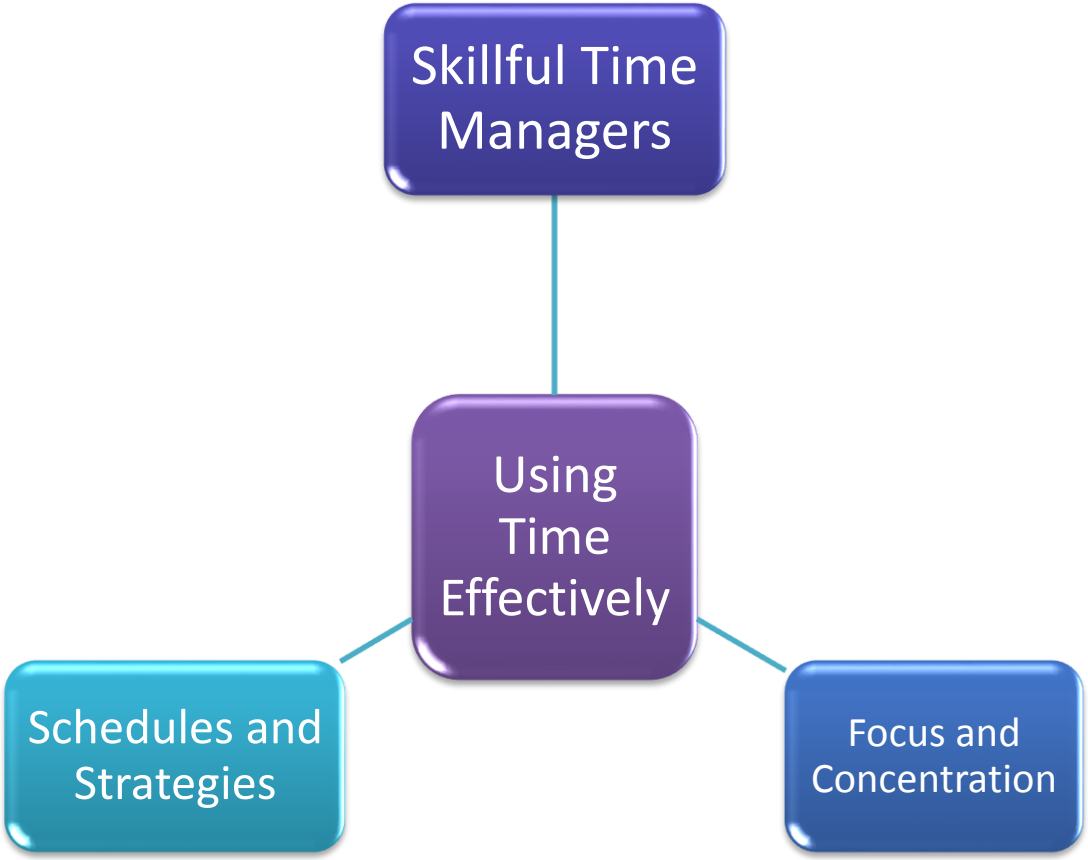
Time Use Efficiency

- Time Use Efficiency Components
  - Awareness of passage of time (being able to use that awareness to plan)
  - Awareness of tasks that fill time (ability to allot sufficient time to complete tasks)
  - Cognitive & behavioral ability (self-discipline & attention) to stay focused on completing a task
- Keep Time Use Efficiency in Mind
  - Increase self-discipline
  - Increase GPA

The AT Heuristic of Time Management

- A (Accomplish)
  - What do I need to accomplish
    - Classes, work schedule, social commitments
    - Assignments, length to complete, **time to assign for each task**
- T (Track)
    - How to track
    - Calendars (online, traditional)
    - To-do lists

Effective Use of Time



Skillful Time Managers

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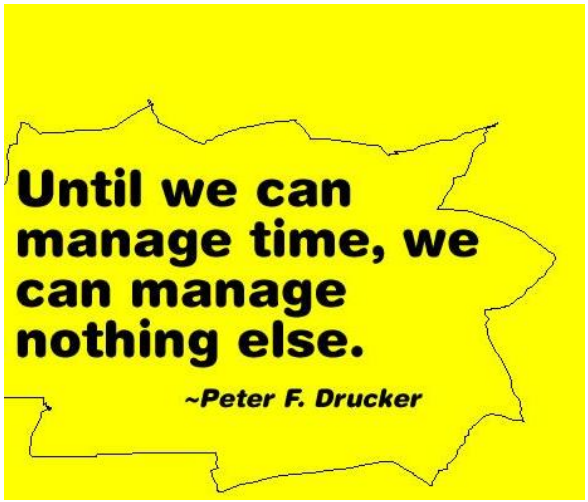
- Personality Types
- The Pie of Life
- Strategies for Skillful Time Managers



Benefits of Time Management

- Increase awareness of time and how to use it…
- Sense of control—what needs to be done…
- Getting started on projects more quickly…
- Increase productivity and self confidence…
- Establish structure for daily routines…
- Meet assignment obligations…
- Organize priorities and show better results…
- Strengthened time-management skills valued in workplace…

Time Management – Personality Types

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Opportunities For All

Sensing vs Intuition

Sensing

- Factual, concrete, realistic approaches take in information…
- Interest in accuracy of details…
- Logical, sequential way
- See schedule or plan on how to use time effectively…

Intuition

- Rely on guesses hunches processing information…
- Imaginative, creative ways to perform tasks…
- Create unique approaches
- Focus on big picture and develop details during process…
- Find schedules uncomfortable or difficult

Judging vs Perceiving

Judging

- Prefer organized, structured, orderly approaches…
- Organize using systematic, methodical strategies
- Use lists to plan time, projects, assignments…
- Avoid completing assignments at last minute

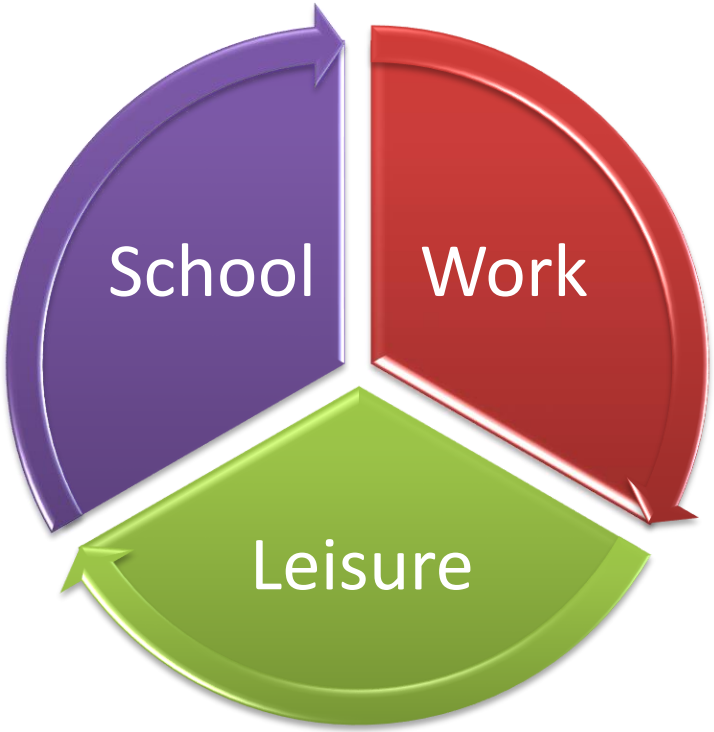
Perceiving

- Prefer more spontaneous and flexible approach…
- Feel constrained, stressed by schedules…
- Energized by last-minute pressure to meet deadlines…
- Perform with bursts of energy…

Learning Flexibility

- Adapt/modify approaches to learning/time management…
- Extraversion personality become more reflective; Introversion more social, discussing with others…
- Sensing personality become more flexible and open; Intuition personality more attention to detail, concrete…
- Thinking personality learn to be less rigid or fixed in logic Feeling personality can use more logic less empathy…
- Judging personality learn to be more flexible/spontaneous Perceiving can add more structure and organization…
- Expand your range of strategies and approaches
- Live in a world that revolves around time—punctuality reflects on your character and impression you make on others…

The Pie of Life



- More efficient way to do things…
- Use Increase-Decrease Method…
  - Prioritize tasks
  - Create Task Schedules

Schedules and Strategies

- Term Schedules
- Weekly Schedules
- Daily Schedules

Time Management Planners

- Term Planner
  - Month to month
  - Deadlines/holidays/personal appointments
  - Midterm/Final exams
- Weekly Planner
  - Fixed & flexible study blocks
- Daily Planner
  - To do list
- Electronic vs Traditional calendars

Term Planner

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Month: _____

SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.

- **Special projects, reports, lab assignments**
- **Scheduled tests, midterms, and final exams**
- **Special events, meetings, workshops, conferences**
- **Holidays**
- **Scheduled times for tutors, study groups, or support services**
- **Personal appointments on or off campus**

1. What deadlines should you include on your term schedule?
2. What items from your course syllabus should you include on your term schedule?
3. What commitments that are specific to you should appear on your term schedule?
4. What other items would be helpful to have on this schedule?

Weekly Planner

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WEEKLY TIME-MANAGEMENT SCHEDULE

For the week of _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12–6 AM	SLEEP						
6–7:00	SLEEP						
7–8:00	Get up, get ready, eat breakfast					SLEEP	SLEEP
8–9:00	Commute to school					Get up	Get up
9–10:00	PE Class	Online Math Course	PE Class	Online Math Course	PE Class	Breakfast	Breakfast
10–11:00	Online Math Course		Online Math Course		Study Math with TUTOR	Career Class	Get ready
11–12 NOON		LUNCH		LUNCH		Study Career	CHURCH
12–1:00	LUNCH	Computer Class	LUNCH	Computer Class	LUNCH	ERRANDS	CHURCH
1–2:00	Reading Class	Computer Class	Reading Class	Computer Class	Reading Class	LUNCH	LUNCH
2–3:00	Study Reading	Lab-Study Computer	Study Reading	Lab-Study Computer	Study Reading	CHORES	LEISURE
3–4:00	Study Reading	Lab-Study Computer	FLEX	Lab-Study Computer	FLEX	CHORES	LEISURE
4–5:00	Commute home					Study Math	Online Math Course
5–6:00	DINNER						
6–7:00	LEISURE	LEISURE	LEISURE	LEISURE	WORK	WORK	DINNER
7–8:00	Study Reading	WORKOUT	Study Computer	WORKOUT	WORK	WORK	Study Math
8–9:00	Study Reading		Study Computer		WORK	WORK	Study Computer
9–10:00	LEISURE		LEISURE		WORK	WORK	FLEX
10–11:00	LEISURE		LEISURE		WORK	WORK	PLAN WEEK
11–12 AM	SLEEP				WORK	WORK	SLEEP

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Daily Schedule

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Time management log

Name: **Today's date:**

Today's daily goals

Goal 1:_____ **Goal 3:**_____ **Goal 5:**_____

Goal 2:_____ **Goal 4:**_____ **Goal 6:**_____

Priority: A - Important; B - Somewhat Important; C - Not Important; * - Urgent

Time	Activity	Priority	Comments/results/energy

Opportunities For All

Time Management Strategies

- 2.1 ratio – Traditional/hybrid courses
- 3.1 ratio – Online courses
- Spaced practice
- Marathon studying
- Trading time
- Fixed study blocks
- Flex study blocks

Principles of Time Management

- Make use of daylight hours
- Study before/after class where practical
- Study same times – weekly schedules
- Plan enough time to study
- Space your study periods
- List study tasks by priority
- Study during your prime time
- Leave unscheduled time for flexibility
- Analyze your use of time
  - Time log
  - Time analysis
    - Time sharp
    - Time sluggish
    - Time wasted

Additional Time Management Strategies

- Use each study block for specific subject
- Frequency of study blocks
- Schedule math study block every day
- Study during your alert times
- Study hardest/least popular subjects early day
- Set priorities
- Learn to combine activities
- Use lists to organize/save time
- Reading schedules

Focus and Concentration

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- An Ideal Study Area
- Essential Concentration/Focusing Strategies
- Manage Distractions

Concentration

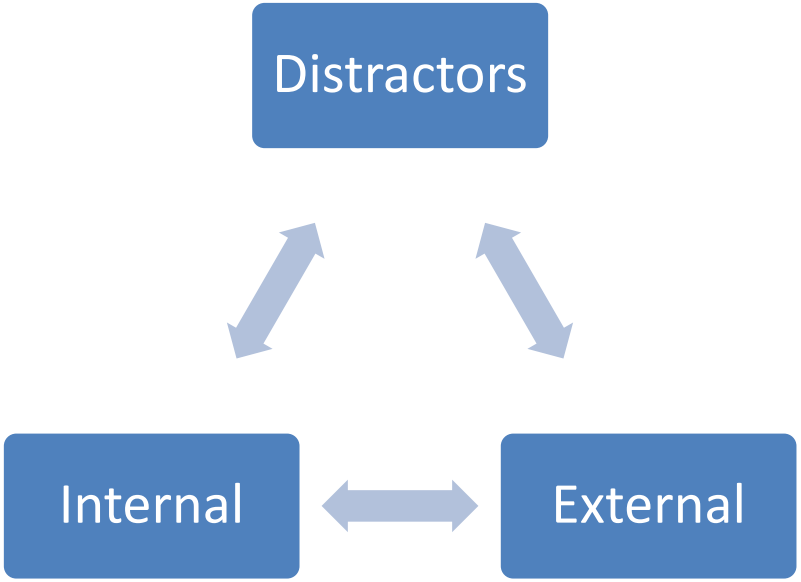
Concentration is the ability to block out *external* and *internal* distractors in order to stay focused on one specific item or task.

How do the following phrases relate to concentration?

- **A flighty process**
- **Discipline or train your mind**
- **Monitor thoughts**
- **Monitor emotions**
- **Consume space in your memory**
- **Disturb brainwave patterns**
- **Disruptions caused by your physical environment**
- **Disruptions caused by internal processes**

Internal and Extrenal Distractions

- *What effects do internal and external distractors have on the learning process?*
- *What examples of internal and external distractors can you add to this visual mapping?*



Ideal Study Area

YOUR PHYSICAL ENVIRONMENT

The Noise Level	***What is ideal?***	***How does noise affect memory processes?***
The Lighting	***What is ideal?***	***How does noise affect concentration?***
The Workspace	***What is ideal?***	***How does workspace affect learning?***

Concentration Strategies

- Set learning goals with plan of action…
- Be an active learner…
- Chunk information…
- Create a study ritual…
- Begin with a warm-up activity…
- Use mental rehearsal…

Techniques to Manage Distractors

- Say No
- No Need
- Do Not Disturb Symbol
- Check Mark
- Mental Storage Box
- Take Charge

Tutoring Services Contact

Scott Barron
Supervisor, Tutoring Services
Study Skills Workshop Coordinator
tutoring@cwidaho.cc
208.562.2330