



Time Management

Get the Most Out of Now!!!

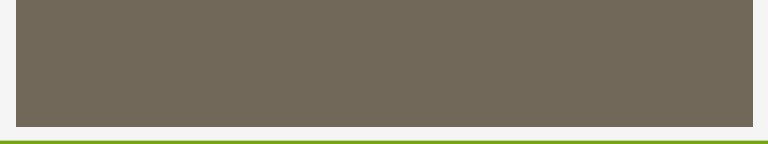


To-Do Lists

- Brainstorm tasks
- Rate each task by priority
- Cross off tasks as you complete them
- Evaluate

Scheduling

- Schedule fixed blocks of time first
- Include time for errands
- Schedule time for fun
- Be realistic
- Be flexible
- Study two hours for every hour in class
- Don't plan marathon study sessions

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- Plan for the unexpected
 - Involve others when appropriate
 - Look at the BIG PICTURE!!
 - Filter tasks before scheduling them

Ending Procrastination- is it possible?

- Seven Strategies:
- Make it meaningful- list the benefits of completing the task you've been avoiding.
- Take it apart- break big jobs/tasks into smaller ones.
- Write an intention statement-
- Tell everyone- announce your intentions.
- Find a reward- you deserve it.
- Settle it now- when you start procrastinating, stop it.
- Say no-

STUDYING?!?!?!?

- Study the subjects that are difficult and/or boring first.
- Be aware of your best time of day-
 - Are you a morning person, afternoon, or night owl?

Helpful Hints

- Use a regular study area
- Study when you will be alert
- Use a library- in theory, they are quiet entities!
- Try to eliminate distractions- if your mind is on other things, you won't study well.
- Get off the PHONE!!!
- Learn to say "NO."



- Get ready the night before- don't procrastinate

- Example- if you're writing a paper, gather your research.
- Prepare your outfit for the next day

UGH! I'm Stuck!

- Ask: What is the one task I can accomplish toward achieving my goal?
- Ask: Am I being too hard on myself?

Learning Styles

- Discovering How YOU Learn:
 - Perceiving information
 - Processing information

Cycles of learning

- Examples:
 - 1. Learning about a historical issue
 - 2. Learning to use a personal digital assistant (PDA)
 - 3. Thinking about the effects of television

Using your learning style profile

- Tolerate discomfort
- Match activities to your learning style profile
- Ask for what you want
- Associate with students who have different learning style profiles