

GET A GAME PLAN: TIME MANAGEMENT



GET A GAME PLAN: TIME MANAGEMENT

LET'S GET STARTED

Poor time management and procrastination accounts for **30%** of differences in first-year grades! Did you know that for every **one hour of class** you should spend **two to three hours** outside of class reading and studying? Write out your schedule below and see how many hours you should be studying.

Studying includes previewing the chapter, reviewing vocabulary, writing questions, reading and taking notes, organizing chapter information, self-testing, condensing notes, and reviewing notes.

| | |
|-----------------------------|-----------------------------|
| Class 1: _____ | Hours to Study: _____ |
| Class 2: _____ | Hours to Study: _____ |
| Class 3: _____ | Hours to Study: _____ |
| Class 4: _____ | Hours to Study: _____ |
| Class 5: _____ | Hours to Study: _____ |
| Total Hours in Class: _____ | Total Hours to Study: _____ |

- When making a schedule, follow these steps:
 - Make a large calendar for term-long planning. **READ YOUR SYLLABUS!**
 - Make a weekly schedule (see example below):
 - First, add your courses.
 - Then, add work or important recurring meetings.
 - Third, add in meal times.
 - Fourth, add in study time for each class (based on the above exercise).
 - Add Flex time—time that can be spent doing whatever you want! Extra studying for an exam, hanging out, exercise, going to a concert or museum, etc. This time is your time.
 - Creating a time plan gives you:
 - A step-by-step model to achieve your goals.
 - Control of your time, rather than the other way around.
- Try it in the blank one below! Check out the sample for reference.
- There are 168 hours in a week. Do the math! If you are taking 15 credits...
 - Class time: **15** hours
 - Study time: **40** hours (yes, being a student is your FULL TIME JOB!)
 - Sleep: 8 hours per night = **56**
 - Eating and self-care: 2 hours a day = **14**
 - This puts you at **125 hours per week on things you have to do**: eat, sleep, go to class & study. That leaves you **43-48 hours a week to do other things** like a part-time job, hanging out with friends, research, exercising, etc. There is enough time – you just need to manage it properly!
- Try logging what you actually do with your time in a week and see how you used your extra hours. You may be surprised by how much of that time is wasted.

PUT OFF PROCRASTINATION

- How do you procrastinate?
 - Watching TV, sleeping, or playing sports? Do you procrastinate certain subjects with certain tasks?
- Procrastinating is connected to stress, poor diet, lack of sleep, and generally unhealthy lifestyles.
- Procrastination doesn't always equate to laziness or lack of discipline, but are the results of unproductive and bad habits.
- You have to find the will to change the bad habits! College is the perfect time to start.
- Once you identify how you procrastinate, set strict limits to avoid a black hole of time lost from your day (i.e. one episode on Netflix rather than one season).



HOW TO BE PRODUCTIVE USING THE POMODORO TECHNIQUE

NAMED AFTER THE ITALIAN WORD FOR TOMATO SINCE THE TIMER USED BY THE TECHNIQUE'S CREATOR WAS SHAPED AS A TOMATO

PICK A TASK
A list should be planned ahead of time.

SET THE TIMER TO 25 MINUTES
Although a mechanical timer is suggested (like this tomato-shaped kitchen timer), any type will do.

GET TO WORK
NO DISTRACTIONS ALLOWED

STOP WHEN TIME IS UP
This block of work time is called a POMODORO.

RECORD PROGRESS
Make note of anything that could aid future improvement.

TAKE A FIVE MINUTE BREAK
GET UP, MOVE, GET YOUR MIND OFF THE TASK, NOURISH YOURSELF. Breaks keep you fresh.

GET BACK TO WORK
IN FLOW

AFTER THE FOURTH POMODORO TAKE A LONGER BREAK (15 - 30 MINUTES)
Squeeze in mindless chores for increased productivity.

CONTINUE LIKEWISE UNTIL CALLING IT A DAY
I GOT SO MUCH DONE. With such focus and flow, time is used more efficiently while reducing mental fatigue.

© 2015 ELIMINANTES.COM

- Break large projects into smaller, more manageable pieces across the time before it's due.
 - These mini-deadlines will allow you to finish without being overwhelmed.
 - If you need help breaking down these projects, talk to your TA, a tutor, or an academic specialist.
- Holding yourself accountable to other people, like a study group, weekly office hours, or a tutor, will help you keep on track and meet your academic goals.
- Set goals for each study session, each day, and stick to them! When you're done, reward yourself for a job well done. Try the Pomodoro Method pictured at left.

THE POMODORO TECHNIQUE® IS A REGISTERED TRADEMARK OF THE TECHNIQUE'S CREATOR FRANCESCO CIRILLO. FOR MORE INFORMATION, VISIT WWW.POMODOROTECHNIQUE.COM.

SAMPLE WEEKLY SCHEDULE

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | |
|------|------------------------|-------------|------------------------|------------------------|------------------------|----------|--------|-----------|
| 7am | | | | SLEEP | | | | |
| 8am | | | | Get Ready | | | | Get Ready |
| 9am | Get Ready | Get Ready | Get Ready | | | | | |
| 10am | Chem 110 | Biosc 150 | Chem 110 | Biosc 150 | Chem 110 | | | |
| 11am | Chem Rev. Comp Rev. | | Chem Rev. Comp Rev. | Chem Rev. Comp Rev. | Chem Rev. Comp Rev. | | | Get Ready |
| 12pm | Comp 200 | Lunch | Comp 200 | Lunch | Comp 200 | | | FLEX |
| 1pm | Lunch | Biosc HW | Lunch | Biosc HW | Lunch | | | |
| 2pm | Biosc HW | Astron Rev. | Biosc HW | Astron Rev. | Chem HW | | | |
| | Stat Rev. | Astron 88 | Stat Rev. | Astron 88 | Stat Rev. | | | |
| 3pm | Stat 200 | | Stat 200 | | Stat 200 | | | |
| 4pm | Stat HW | Stat HW | Stat HW | Stat HW | | | | |
| 5pm | Workout | Workout | Workout | Workout | Workout | | | |
| 6pm | Dinner | Dinner | Dinner | Dinner | Dinner | | | |
| 7pm | Chem HW | Biosc HW | Meeting | Biosc HW | Chem HW | | | |
| 8pm | Chem HW | Comp HW | Chem HW | Comp HW | Comp HW | | | |
| 9pm | Meeting | Astron HW | Comp HW | Astron HW | Astron HW | | | |
| 10pm | Comp HW | Practice | Astron HW | Practice | FLEX | | | |
| 11pm | Astron HW | | Biosc HW | | | | | |
| 12am | Get Ready for Bed | | | | | | | |
| 1am | SLEEP | | | | | | | |
| 2am | | | | | | | | |

YOUR WEEKLY SCHEDULE

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------|--------|---------|-----------|----------|--------|----------|--------|
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | | | | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |
| 8pm | | | | | | | |
| 9pm | | | | | | | |
| 10pm | | | | | | | |
| 11pm | | | | | | | |
| 12am | | | | | | | |
| 1am | | | | | | | |
| 2am | | | | | | | |

STRATEGIES COMPILED FROM THE FOLLOWING SOURCES:

Downing, Skip. *On Course: Strategies for Creating Success in College and in Life*. 2nd ed. Belmont, CA: Wadsworth, 2013. Print.

Fishel, Judy. *Straight A's Are NOT Enough*. Stuart, FL: Flying Heron , 2015. Print.

Pauk, Walter. *Essential Study Strategies*. H & H Pub. Co.: Clearwater, 2000. Print.

Sherfield, Robert M., Rhonda J. Montgomery, and Patricia G. Moody. *Cornerstone: Building on your Best*. Upper Saddle River, NJ: Pearson/Prentice Hall, 2005. Print.