Welcome to the Time Management and Study Skills Workshop

Presented by: The Counseling Center of Gulf Coast State College
What is Time Management?

“Time management can be defined as a person’s ability to keep things balanced in their life. It involves the setting of realistic expectations, a willingness to say “no” and a healthy perspective for the short-term horizon. Time management requires both discipline and flexibility. In a nutshell, “time management” could be described as a person’s willingness and ability to prioritize things that are most important to them.”

Quoted from About.com College Life
Basic Time Management Tips

- **Use time effectively** – Know what needs to be done by creating goals, the activities needed to meet the goals, and what the priorities are. Then know when to do it by estimating the amount of time it will take, use schedules, and be flexible.

- **Learn to say no** – choose the activities that are the most important to you.

- **Learn** to make use of wait time.

- **Learn to schedule** your time by using a monthly and weekly calendar and a daily “to do” list.

- Be careful **not to overschedule** your day.

- **Avoid procrastination.**

- Remember that there are only 24 hours in a day.
Principles of Scheduling

- Prepare for classes
- Study immediately after class
- Study at the same times
- Plan enough time to study
- Study in short increments of time
- Prioritize your activities
- Study during prime times for you
- Have flex time
- Analyze your use of time
- Remember: there are only 24 hours in a day
Steps in Setting Priorities

- Make a to-do list either at night or first thing in the morning. Estimate how long each task will take and determine the importance of each task.

- Follow your list and make sure the most important tasks are completed first.

- In the evening, check your list and see what was completed and what still need to be done. The tasks not completed should move up to the first priority of the next day.
Overcoming Procrastination

- Decide on a time management system and use it for one month.
- Set deadlines and put them on your calendar.
- Be organized.
- Make a game of it.
- Divide large tasks into smaller ones.
- Have an accountability partner.
- Use the services on campus.
- Reward yourself for completing the task.
Students with a Partner and/or Children

- Communication with your partner is very important. Talk with your partner about your schedule. Plan ahead so that schedules can work together and not conflict each other.

- Try to build study time into the time you spend on campus. Studying on campus is more effective and allows you to utilize the services on campus. Come early or stay after your classes and get most of your work done on campus.

- Make a home schedule that includes study time. Help your family understand that this is your time.
Balancing Work and College

Working and going to college can be difficult since it limits the time you have for study. If you are a full-time student, consider working on campus instead of off-campus. Students that work on campus tend to be more connected with staff, faculty, and other students. Working full-time and going to school full-time does not work for most people. There are not enough hours in the day to complete everything that needs to be completed. It is best to work no more than 10-20 hours per week if you are a full-time student.
Full-Time Workers and College

- Be cautious of how many courses you take in a semester. It is strongly suggested that if you work full-time you should take two to three courses per semester.

- Be organized and use time management strategies.
Ten Traps of Studying

- “I don’t know where to begin”
- “I’ve got so much to study and so little time”
- “It’s too dry, I can’t stay awake reading it”
- “I read it and understand it, but it won’t sink in”
- “I guess I understand”
- “There is too much to remember”
- “I knew it a minute ago”
- “I like to study in bed”
- “Cramming before a test keeps it fresh in my mind”
- “I’m going to stay up all night until I get this”
Basic Study Tips

- Always check ANGEL for your classes to find study guides, study tips, and PowerPoint presentations. These can be used as study tools while reading and studying.
- Need a minimum of 2-3 hours a week per 1 hour of class time for study.
- Set goals for your study time – determine what needs to be accomplished.
- Minimize the noise in your study area – study in an area that is free of distractions.
- Have a neat study area.
- Avoid interruptions – turn off cell phones, beepers, and pagers.
- Have everything you need – pens, paper, syllabus, calculator.
- Have a comfortable temperature setting.
Basic Study Tips Continued

- Do difficult task first – gives you time for assistance if needed.
- Study in small time frames – about 30-40 minutes and then take a 5-10 minute break.
- Avoid studying late at night – very little information is retained late at night.
- Study at a desk or table – a bed or couch is too comfortable.
- Learn information backwards and forwards.
- Join a study group.
- Quiz yourself.
- Tutoring Services – math lab and English/reading lab.
- Math Course Videos – [www.gulfcoast.edu](http://www.gulfcoast.edu) (Library).
- Remember that college is your full-time or part-time job. Studying is preparing you for your “work” day.
Keys to Remembering

- Be interested
- Visualize
- Relate
- Repeat
Memory Tips

- Seven is the magic number
- Fill in the blank
- Key ideas
- Mapping

Caution: Memory tips are great tools unless you spend more time on the memory tip than you do on learning the information.
Studying for Different Tests

**Objective:**
- Study as if it were an essay test.
- Stress specifics such as list of items and definitions.
- Use old tests, questions at the end of the chapters of the book, or make up your own questions.

**Fill in the Blank:**
- Use index cards and place a fill in the blank question on the front and the answer on the back.
Studying for Different Tests

**Essay:**
- Stress concepts.
- Practice writing an essay from an outline.
- Use the questions at the end of the chapters and write an essay on the information requested.
- Take a subject from your notes and/or PowerPoint presentations and write an essay on everything you know about that subject.
Studying for Different Tests

Problem (Math Related):
- Memorize formulas and rules and then practice different problems.
- Note cards and or charts can be used as a tool.
- Use old tests, additional problems in the book or make up your own questions.

Tools:
- Index cards condense information, help in learning forwards and backwards, and can be used almost anywhere you are.
- Charts put like information together, help condense information, very good for procedures or sequential information. Great for visual learners.
“Real” Testing Environment

The best way to study for a test is to put yourself in a “real” testing environment. Use old tests, make up test questions, and/or use the questions at the end of the chapters to create a test similar to your instructor’s test. Have a time limit (similar to your “real” testing time) and see how you do. Remember, do not use notes and/or books unless they will be available during the “real” test. This allows you to see what you really know before a grade is given.
**Reading Skills**

- Skim the chapter to give you the “big picture” of what you will be learning.
- Break chapter up into smaller parts.
- Read to answer questions and find information.
- Use PowerPoint sheets or study guide while reading to find information.
- Take notes while reading – be an active reader.
- Use notes to prepare for class.
- Helps to pay better attention in class.
Note Taking

**Purpose:**
- Gives a written record
- Forces the listener to pay attention
- Requires active effort of the listener
- Listener must condense
Note Taking Skills

Physical Factors:
- Be a positive & active listener
- Sit near the front
- Avoid distractions
- Take notes with a pen
- Use wide-lined Use 8½x11 paper in a loose leaf notebook
- Label notes with course and date
- If taking notes electronically – use the same factors and save your notes under the course number, semester, and date.
Note Taking

Prepare for Class:
- Read and study chapter before class
- Print and read over PowerPoint presentations from ANGEL if provided by instructor. Use this as you are reading the book
- Make notes from the book if PowerPoint or study guide is not provided.
- Come to class with positive attitude
- Review notes from the last class
- Be open minded to the lecture
Note Taking

- Write down only main parts
- Write legibly
- Copy everything on board or overhead
- Leave plenty of space
- Be accurate
- Develop your own shorthand
- Practice taking notes
Note Taking

After Class:

- Review notes as soon as possible.
- Fill in gaps & write out shorthand.
- Compare notes with a classmate.
- Use your notes as a learning tool.
- Review at spaced intervals.
- Do a self-test after reviewing your notes.
- Make note cards.
Note Taking Methods

- Cornell Method
  - Record main points and ideas on right side
  - Fill in gaps after lecture
  - Write key words in left column to summarize
  - Cover right side and recall information
References

http://www.adm.uwaterloo.ca/infocs/Study/listening.html

http://www.dartmouth.edu/admin/acskills/no_frames/lsg/notetaking.html

http://www.mtsu.edu/~studskl/tmt.html

http://www.ucc.vt.edu/stdysk/notetake.html

http://www.ucc.bt.edu/stdysk/cornell.html

http://www.unc.edu/depts/unc_caps/TenTraps.html#Preparing

**How to Stop Procrastinating.** Lucier, Kelci Lynn, About.Com College Life.
http://collegelife.about.com/od/TimeManagement/ht/How-To-Stop-procrastinating.htm

**Quick Study® Keys to College Success**

**The Confident Student - Third edition** Kanar, Carol C.,

**What Is Time Management?.** Lucier, Kelci Lynn, About.Com College Life.

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