# ASC Programs & Services

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Objective & Roadmap

Introduce various time management strategies to help you increase your semester organization and productivity.
Time Management Reflection

How does time management relate to academic success?
Time Management Self-Analysis

1. What are my best times of the day?
   ➢ (most alert, energetic, productive, etc.)
2. What are my worst times of day?
   ➢ (low energy, sleepy, etc.)
3. What are my biggest distractions?
4. What areas of time management do I currently do well? (What strategies do I currently utilize?)
5. What can I improve when it comes to time management?
Time Management Strategies

➢ Semester at a Glance
➢ Weekly Schedule
Semester at a Glance

➢ Fill in the following:
1. Quizzes and Exams
2. Major Due Dates
3. Important Personal Dates

➢ Tip: Color Code by class or commitments
Weekly Schedule

➢ Fill in the following:

1. Non-negotiables (classes, work, etc.)
2. Self-care (eating, sleeping, etc.)
3. To-Do List (at the bottom of each day)
4. Planned time to complete the items on the daily To-Do list.

➢ Tip: Be specific and color code
Prioritization Reflection

How do you currently prioritize your tasks and assignments?
Prioritization Strategies

➢ Do vs. Due
➢ ABC To-Do List
➢ Shovel
# Do vs. Due

How to fill out:

1. Write down all of your weekly due dates in the “Due” row.
2. Write down all of your meetings, commitments, etc. in the “Events” row.
3. Decide when you want to complete the assignments that are due and fill in the “To-Do” row accordingly.

Note: we do have another version of this.
ABC To-Do List

➢ How to fill out:

1. Write down all of your weekly to-dos in the top section.
2. Assign a priority status to each of the items on your to-do list for each day of the week.
3. Whatever doesn’t get done carries over to the next day.
shovelapp.io/iastate/
Work Time

Spend some time filling out one of our resources!
Other Things to Consider...

Use Time Wisely
- Make use of daylight hours
- Study before and after classes
- Get into a routine – study at the same time everyday (if possible)
- Overestimate how much time a task will take you

Break it Down
- Use the Pomodoro Technique
- Plan ahead and break large tasks into smaller chunks
- Work on assignments over the course of the week instead of all in one day

Give Yourself a Break
- Leave unscheduled time for flexibility
- Plan in time to relax or have fun
- Develop a reward system
What was one strategy we covered today that you would like to implement into your time management system?
Post-Workshop Survey

https://tinyurl.com/yc857ka7
Follow Us on Instagram!

@iowastateasc
Contact & Visit Us

2157 Hixson-Lied
Student Success Center

Find us off the 23 Orange bus route across from Maple Hall!

Website: www.asc.dso.iastate.edu
Phone: 515-294-6624
Email: success@iastate.edu