



**ACADEMIC
COACHING
& OUTREACH**



Time Management

Time Management is an essential aspect of academic success. In this interactive workshop, participants will learn strategies on how to effectively manage their time and prioritize their tasks.

Packet Contents:

- Time Management Handouts
- Prioritization Handouts



asc.iastate.edu | success@iastate.edu | 515-294-6624

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IOWA STATE UNIVERSITY.

Academic Success Center



We support. You succeed.

Academic Success Center

Greetings!

Here at the ASC, we wanted to create a packet for you which could be used either with an academic coach or by yourself. Within this packet, you will learn about a few of our useful handouts that you can use to help manage your semester! It is designed to be completed and used each semester. This packet contains tips on important academic skills to help you become a more effective & efficient student

The general topics include:

- Time Management
- Prioritization

The keys to reaching your academic goals are critical thinking and repetition. Taking a critical look at your own habits and routines can help you identify things that are working for you and focus on areas you want to improve. Writing things down, such as important activities and deadlines, can be your first step toward optimizing your time!

-The Academic Success Center Staff



Photo courtesy of Woodruff Companies

TIME MANAGEMENT SELF-ANALYSIS

1. What are my best times of the day? When am I most alert and energetic?
2. What are my worst times of day? When am I tired and have the lowest energy?
3. What are my biggest distractions? What prevents me from getting things done?
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 HANDOUTS

Handout Descriptions and Uses

Semester-at-a-Glance Handout

Description:

This handout gives you a birds-eye-view of all 17 weeks of the semester. This helps eliminate any surprises throughout the semester by identifying all of your major due dates ahead of time, such as tests, projects, and papers. We also encourage you to identify other important dates such as travel and birthdays to help you plan for your whole self – not just your schoolwork!

Ways to Use It:

Using your course syllabi, fill out all quiz/exam dates, major due dates, and important personal dates. We recommend using simple wording without too many details on this resource to keep it from becoming messy and overwhelming. It can also be helpful to color-code by class or type of assignment/event.

Tip: Hang up your Semester-at-a-Glance somewhere you will see it often to stay mindful of upcoming dates!

Weekly Schedule Handout

Week at a Glance: Use this to better organize your upcoming week. You can use this every week or just for busier times throughout your semester.

Priorities for this week (Rank all)	Yes	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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SEMESTER-AT-A-GLANCE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	Jan-15	16	17	18	19	20	21	<p>Academic Success Center asc.dso.iastate.edu 2157 Hixson-Lied 515-294-6624 success@iastate.edu</p> <p>Academic Skills Coaching Academic Skills Coaching is a one-on-one process of helping a student examine academic concerns and perceived barriers to success. Coaches provide students with academic support in areas such as time management, procrastination, exam prep, and note taking strategies. Sign up at cyclones.navigate.eab.com</p> <p>Tutoring Services Tutoring is available for many undergraduate courses. Tutoring occurs in groups of 2-8 students that meet at a consistent day and time twice a week for 50 minutes. A fee of \$5 per session is charged to your U-bill. Financial assistance may be available. Sign up online at tutoring.iastate.edu</p> <p>Supplemental Instruction (SI) SI consists of regularly-scheduled study sessions for select difficult courses. SI Leaders attend classes and facilitate group study activities emphasizing course content & study skills. SI is free and participation is voluntary.</p> <p>Writing & Communication Consultations Communication Consultants work with students one-on-one at any stage of the writing process including brainstorming, researching, drafting, and revising. Consultants can also help students gain a clearer understanding of other writing topics such as focus, organization, structure, and formatting. Schedule a consultation at cyclones.navigate.eab.com</p> <p>Psych 131: Academic Learning Skills Course Psych 131 is a 1 credit, S/F course that facilitates students' development of academic skills, behaviors, and understanding of oneself as a learner. Topics include time management, note-taking, reading, test preparation, goal setting and motivation.</p>
2	22	23	24	25	26	27	28	
3	29	30	31	Feb-1	2	3	4	
4	5	6	7	8	9	10	11	
5	12	13	14	15	16	17	18	
6	19	20	21	22	23	24	25	
7	26	27	28	Mar-1	2	3	4	
8	5	6	7	8	9	10	11	
9 Spring Break	12	13	14	15	16	17	18	
10	19	20	21	22	23	24	25	
11	26	27	28	29	30	31	Apr-1	
12	2	3	4	5	6	7	8	
13	9	10	11	12	13	14	15	
14	16	17	18	19	20	21	22	
15	23	24	25	26	27	28	29	
16 Prep Week	30	May-1	2	3	4	5	6	
17 Finals Week	7	8	9	10	11	12	13	

Key Dates: 1/17: First day of semester
3/20: First day of 2nd half courses

1/23: Last day to add/drop in AccessPlus
3/31: Last day to drop full semester course

2/17: Last day to drop 1st half course
4/21: Last day to drop 2nd half course

3/10: 1st half courses end, midterm grades due
5/1 - 5/5: Prep Week

3/13 - 3/17: Spring Break
5/8 - 5/12: Finals Week

*You can pick up a full-sized Semester-at-a-Glance at the Academic Success Center in 2157 Hixson-Lied.

WEEKLY SCHEDULE

Priorities for this week (Regular)	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		6:00 AM						
	7:00 AM							
	8:00 AM							
	9:00 AM							
	10:00 AM							
	11:00 AM							
	12:00 PM							
	1:00 PM							
	2:00 PM							
Priorities for this week (Special)	3:00 PM							
	4:00 PM							
	5:00 PM							
	6:00 PM							
	7:00 PM							
	8:00 PM							
	9:00 PM							
	10:00 PM							
	11:00 PM							
My Weekly Schedule								
Week of: _____	To-Do List →							

PRIORITIZATION HANDOUTS

Handout Descriptions and Uses

Due vs. Do Handout

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DUE:	DUE:	DUE:	DUE:	DUE:	DUE:	DUE:
TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:
EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:

Description:

This handout is meant to help you identify all your due dates for the coming week, break down your tasks, and plan ahead to have enough time to accomplish each task. This can help you take a more detailed look at the tasks that need to be completed each week and spread your work out over multiple days to avoid cramming before the due date.

Ways to Use It:

We recommend filling out this handout at the start of each week. First, identify all due dates for the next week and write them in the corresponding day in the "Due" row. If you have any large assignments, use the second page of this resource to help break it into smaller tasks and estimate the amount of time each task will take. Identify how many days ahead of the due date you will complete each task and write them in the corresponding "To-Do" row. Use the "Event" row as a reminder for your important time commitments to be mindful of how much available time you have.

Tip: Use the same color-coding you used for your scheduling handouts to maintain a consistent organizational system!

ABC To-Do List Handout

Weekly To-Do List with The ABC Method

Goal: Ask you how on your To-Do list will have different priorities: A, B, or C.
 "A" items: High priority, can't postpone, often have the most deadline or high level importance to them.
 "B" items: Medium priority, can't postpone, often have a deadline but not as high level importance as "A" items.
 "C" items: Low priority, can postpone, often have no deadline or low level importance to them.

We're going to apply the ABC Method to a Weekly To-Do List. Do and do a mind dump of EVERYTHING you need to do:

This week, I need to:

Now pull from the above inventory and place them into the appropriate boxes below:

Week of:	"A" Items HIGH PRIORITY	"B" Items MEDIUM PRIORITY	"C" Items LOW PRIORITY
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Description:

This handout provides a structure for prioritizing all the to-do items on your mind and helps you take an organized approach to accomplishing your tasks. The ABC Method was originally developed by Alan Lakein and consists of assigning a priority status of *A-High*, *B-Medium*, or *C-Low* to each of the items of your to-do list.

Ways to Use It:

We recommend completing this handout at the start of the week. To use this handout, write down everything you need to do within the week - called the "Mind Dump." Then identify your highest priority items to complete on Monday and write them in the "A" column. Next, identify your medium- and low-priority items for Monday and write them in the "B" and "C" columns. At the end of Monday, cross off the items you completed and repeat the prioritization process for the high-, medium-, and low-priority tasks for Tuesday from the remaining items in your "Mind Dump." Whatever doesn't get completed will be carried over to the next day!

*Full-size, printable versions of the handouts are available online: <http://www.asc.dso.iastate.edu/resources/time>

Weekly To-Do List with 'The ABC Method'

First, do a mind-dump of EVERYTHING you need to do this week:

<p>This week, I need to...</p>	
---	--

Now, we're going to apply the ABC Method to a Weekly To-Do List. Each task on your to-do list will have different priorities: A, B, or C. You are going to pull from the above 'mind-dump' inventory and place each item into the appropriate boxes below.

Week of:

"A" items:

HIGH PRIORITY

Very important, critical items, with close deadlines or high level of importance to them.

"B" items:

MEDIUM PRIORITY

Quite important over time, not as critical as "A" items, but still important to spend time on them.

"C" items:

LOW PRIORITY

Not crucial at this time, low consequences if left undone at this moment.

Monday			
Tuesday			
Wednesday			
Thursday			
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Sunday			