

The background of the slide is a photograph of the Iowa State University campus, featuring the Old Capitol building with its prominent dome on the left and various trees and walkways. The entire image is overlaid with a semi-transparent red filter. Two thin, horizontal gold lines are positioned above and below the main text.

IOWA STATE UNIVERSITY

Academic Success Center

2157 Hixson-Lied Student Success Center

The background of the slide is a photograph of the Iowa State University campus, featuring the Old Capitol building with its prominent dome on the left and various other university buildings and trees in the distance. The entire image is covered with a semi-transparent red overlay.

Time Management

Academic Success Center

IOWA STATE UNIVERSITY

ASC Programs & Services

Individualized Support

- Academic Skills Coaching
- Writing & Communication Consultations
- Navigator

Course Support

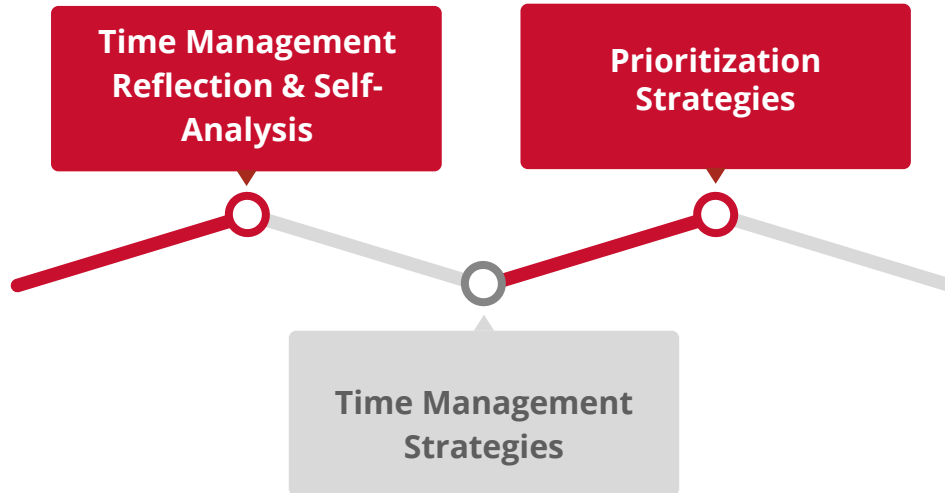
- Tutoring Services
- Supplemental Instruction

Other Outreach

- PSYCH 131
- Workshops

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Academic Success Center
1 Jan-12	13	14	15	16	17	18		asc.dso.iastate.edu 1060 Hixson-Lied 515-294-6624 success@iastate.edu
2 19	20	21	22	23	24 Assignment #1	25		Academic Coaching Academic Coaching is the one-on-one process of helping a student examine academic concerns and perceived barriers to success. Coaches provide students with semester-long academic support in areas such as time management, procrastination, exam prep, and note taking strategies. Call for a free appointment.
3 26	27	28	29	30 Paper #1	31	Feb-1		Tutoring Services Tutoring is available for many undergraduate courses. Tutoring occurs in groups of 2-5 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
4 2	3	4	5	6	7 Assignment #2	8		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.
5 9	10	11	12	13	14	15		Psych 131: Academic Learning Skills Course Psych 131 is a 1 credit, 516 course that facilitates students' development of academic skills, behaviors, and attitudes. Topics include goal setting, time management, reading and note-taking strategies, and understanding of oneself.
6 16	17	18	19	20	21 Assignment #3	22		Presentations, Workshops and Resources Request a presentation for your class or organization by visiting our website. Topics include ASC services overview, time management, exam prep, and study skills. Academic Coaching workshops are also provided at key times of the semester. Access our website to find references to improve your academic success.
7 23	24	25	26	27 Paper #2	28	29		Student Employment Opportunities Become a Tutor, Supplemental Instruction Leader, or Peer Ambassador. More information is on our website.
8 Mar-1	2	3	4	5	6 Assignment #4	7		
9 8	9	10	11	12	13	14		
10 15	16	17	18	19	20	21		
Spring Break	22	23	24	25	26	27 Assignment #5	28	
11 22	23	24	25	26	27 Assignment #5	28		
12 29	30	31	Apr-1	2 Paper #3	3	4		
13 5	6	7	8	9	10 Assignment #6	11		
14 12	13	14	15	16	17	18 Sister's Wedding!		
15 19	20	21	22	23	24 Assignment #7	25		
16 26	27	28	29	30	May-1	2		
Dead Week	27	28	29	30	May-1	2		
17 3	4	5	6	7	8	9		
Finals Week	4	5	6	7	8	9		

Key Dates: 1/13: First day of semester 1/17: Last day to add/drop in AccessPlus 2/14: Last day to drop 1st half course 3/6: 1st half courses end, midterm grades due 3/9: First day of 2nd half courses
3/16-3/26: Spring Break 3/27: Last day to drop full semester course 4/17: Last day to drop 2nd half course Starting 4/27: Dead week Starting 5/4: Finals week

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

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 (Regular)	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	6:00 AM							
	7:00 AM							
Discussion post	8:00 AM	Wake up	Wake up	Wake up	Wake up	Wake up		
math quiz	9:00 AM	math 104		math 104		math 104		
Reading	10:00 AM	Phil 230	Psych 101	Phil 230	Psych 101	Phil 230		
	11:00 AM		lunch	Math quiz	lunch	Review Bio		
	12:00 PM	lunch	Discussion Post	lunch		lunch		
	1:00 PM	BIO 101	HDFS 270	BIO 101	HDFS 270	BIO 101	HDFS	
	2:00 PM	study chapters 1+2		study chapters 4+5			PAPER	
Priorities for this week (Special)	3:00 PM		work		Psych 112	work		math HW
	4:00 PM							
BIO 101 Exam	5:00 PM	Gym		Gym	Review Bio			Cyclone circuit
	6:00 PM		Dinner			Dinner		
	7:00 PM	Dinner		Dinner	Dinner			
	8:00 PM	math HW	study chapter 3	math quiz	Psych club			
	9:00 PM					Hang w/ friends		
	10:00 PM							
	11:00 PM							
My Weekly Schedule		Study Bio Chapter 1+2	Discussion Post	Study math Quiz	Review Bio	Review Bio Hang w/ friends	HDFS Paper 1+2	math HW
Week of: <u>March 6-13</u>	To-Do List →	math HW	study chap 3	Study 4+5				



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

DUE:	DUE: ACCT 284 HMWK 4	DUE: MKT 410 WRITE UP 6 MGMT 372 PAPER 1	DUE: MATH 151 QUIZ 3	DUE: MKT 410 WRITE UP 7	DUE: ENGL 302 POSITIVE MESSAGE	DUE:
TO-DO: FINISH UP ACCT 284 HMWK 4 START MKT 410 WRITE UP 6	TO-DO: REVIEW MGMT 372 PAPER SUBMIT ACCT 284 HMWK FINISH MKT 410 WRITE UP 6 START MKT 410 WRITE UP 7	TO-DO: SUBMIT MKT 410 WRITE UP 6 SUBMIT MGMT 372 PAPER	TO-DO: TAKE MATH 151 QUIZ 3 FINISH MKT 410 WRITE UP 7	TO-DO: SUBMIT MKT 410 WRITE UP 7 WRITE ENGL 302 POSITIVE MESSAGE	TO-DO: SUBMIT ENGL 302 POSITIVE MESSAGE	TO-DO:
EVENTS:	EVENTS: CYCLE FIT 7PM	EVENTS: AG BUS CLUB 5:30PM SORORITY 7PM	EVENTS: KAPOS 7PM	EVENTS:	EVENTS: GO HOME FOR WEEKEND	EVENTS:

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.

Weekly To-Do List with 'The ABC Method'

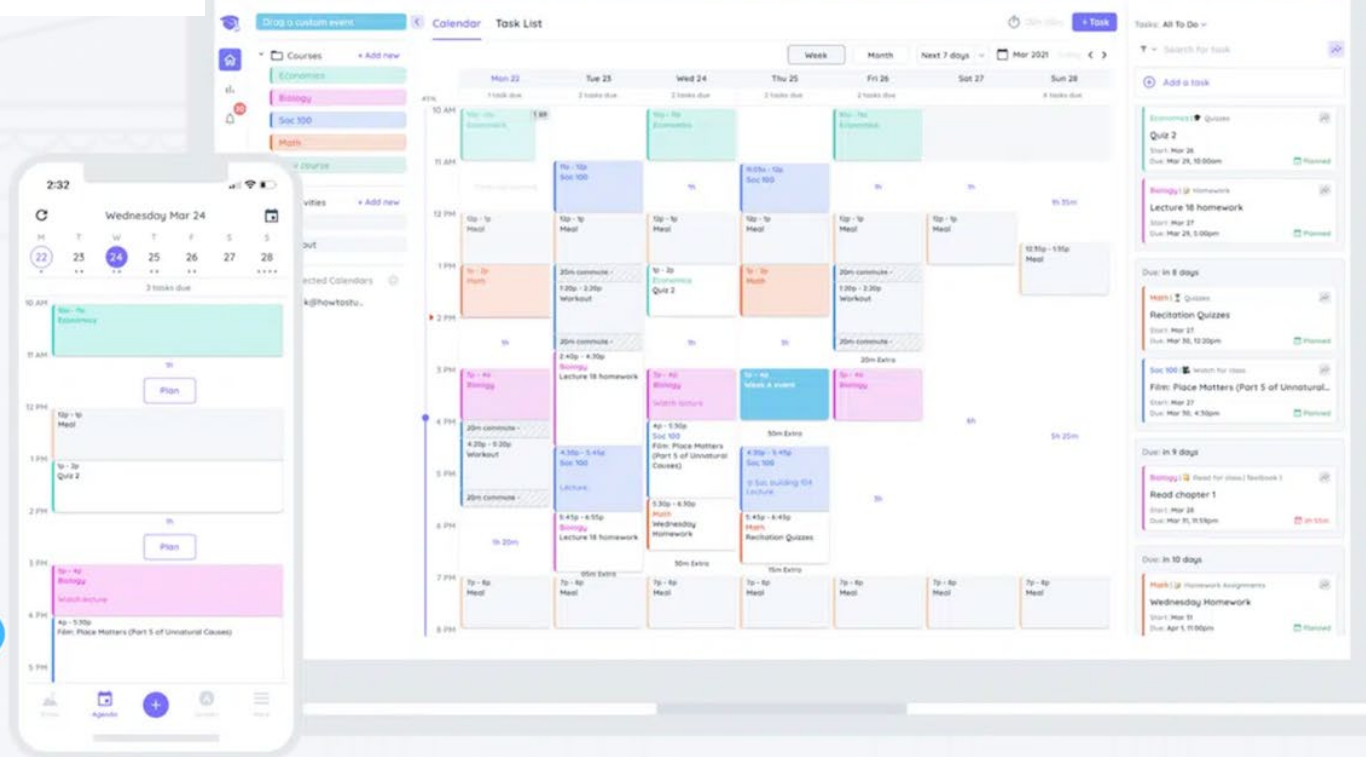
First, go ahead and do a mind-dump of EVERYTHING you need to do:

	This week,	I need to...
	<ul style="list-style-type: none"> Mkt 410 Quiz 6 MIS 446 Quiz 2 MIS 446 Lab 2 	<ul style="list-style-type: none"> Mkt 368 Excel Mgmt 372 Group Project Study - Acct 284 Research for career fair

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

Week of:	"A" items: HIGH PRIORITY	"B" items: MEDIUM PRIORITY	"C" items: LOW PRIORITY
9/13	Very important, critical items, with close deadlines or high level of importance to them.	Quite important over time, not as critical as "A" items, but still important to spend time on	Not crucial at this time, low consequences if left undone at this moment.
Monday	<ul style="list-style-type: none"> MIS 446 Quiz 2 Mkt 368 Quiz Research for career fair 	<ul style="list-style-type: none"> MIS 446 Lab 2 Mkt 368 Excel Mkt 410 Quiz 6 	<ul style="list-style-type: none"> Mgmt 372 project Study for acct 284 Groceries
Tuesday	<ul style="list-style-type: none"> Research for career fair MIS 446 lab 2 	<ul style="list-style-type: none"> Mkt 368 Excel Mkt 410 Quiz 6 Study for acct 284 	<ul style="list-style-type: none"> Mgmt 372 project Groceries
Wednesday	<ul style="list-style-type: none"> MIS 446 Lab 2 → due tonight ← Study for acct 284 	<ul style="list-style-type: none"> Mkt 368 Excel Mkt 410 Quiz 6 Groceries 	<ul style="list-style-type: none"> Mgmt 372 project
Thursday	<ul style="list-style-type: none"> Study for acct 284 → test tomorrow ← Mkt 368 Excel Mkt 410 Quiz 6 	<ul style="list-style-type: none"> Mgmt 372 project Groceries 	
Friday	<ul style="list-style-type: none"> Mkt 368 Excel Groceries 	<ul style="list-style-type: none"> Mgmt 372 project 	
Saturday	<ul style="list-style-type: none"> Mgmt 372 project 		
Sunday	<ul style="list-style-type: none"> Mgmt 372 project 		

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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

A close-up photograph of a person's hands writing in a spiral-bound notebook on a white marble surface. The person is wearing a silver watch on their left wrist. The notebook is open, showing a grid-like layout. A red banner with white text is overlaid on the image.

What was one strategy we covered today that you would like to implement into your time management system?

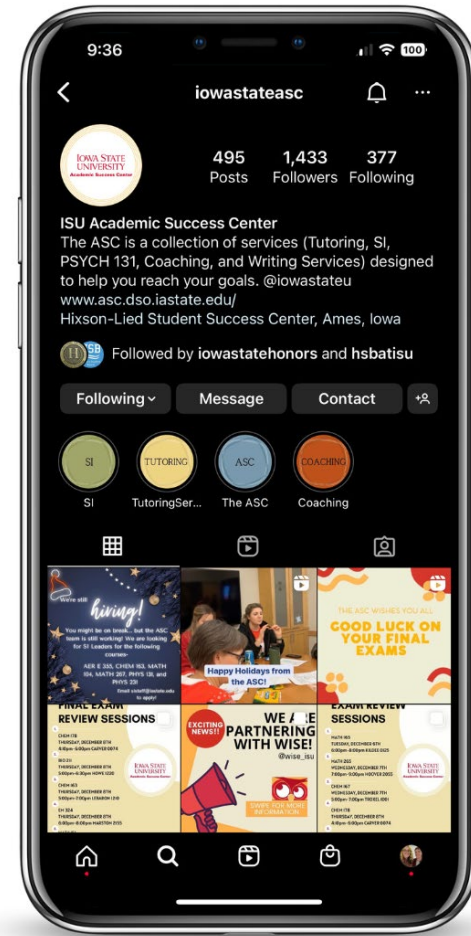
Post-Workshop Survey



<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!

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