

Teaching Learning Center

EFFECTIVE TIME MANAGEMENT:

Mid-term is a great time to talk about effective time management. Here are some tips for you and tips to pass on to your students to help them be better, more successful students. First and foremost, it is important to get organized and learn to use your time effectively. It's a good idea to log how you spend your time for a week then step back and see how you can improve your organization and time management. Judy Roberts, author of *Effective Study Skills*, details 10 guidelines for successful time management for students:

Set goals for yourself. Set a study goal, like to read a chapter in an hour. Each day set multiple goals to help you get that much closer to your long term goal, like graduation.

Make a habit of recording all of your assignments. Make notes of exact assignments to keep track of what is due and when.

Make lists daily and/or weekly. People who make and use "to-do" lists report that they accomplish more and forget less.

Don't procrastinate. Putting off until later what you should be doing now will have certain negative results. This will also affect your stress level having to finish things at the last minute.

Use your peak periods of concentration for difficult assignments or subjects. Find out when you perform your best and complete your most difficult assignments or subjects at that time.

Use review to your advantage. Students who review on a regular basis are less likely to feel they need to stay up all night the night before a test to study.

Plan for 2 to 3 hours of study time for each hour spent in class. This rule of thumb is an estimate for the time requirements for a successful college student.

Use distributed, not mass practice. Distributed practice or study means a smaller amount spread over several days instead of several hours in one day.

Use small amounts of time if large block are not available. Students must learn to study when the time presents itself. This may be an hour here or there rather than a 5 hour block of time.

If you discover that you have too many activities, don't be afraid to withdraw from some of them. You must assign priorities to your activities and eliminate the ones that are of less importance.



TIME MANAGEMENT PITFALLS:

- ◆ Procrastination
- ◆ Setting unrealistic goals
- ◆ Long term goals with no immediate steps
- ◆ Not having a plan of action
- ◆ Working in a disorganized space
- ◆ Not getting enough sleep
- ◆ Not concentrating on one task at a time
- ◆ Planning too many activities



7	5		9		3			6
			4	5				3
6	2			9		8		
	1	5				2	3	
		9		1			7	5
3				8	4			
9			6		1		5	7

SUDOKU

Fill in the missing numbers so every row, column and quadrant contains the number 1 through 9.

“People who make and use “to-do” lists report that they accomplish more and forget less.”

-Judy Roberts, Effective Study Skills

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GREEN FACTS:

- ◆ Americans throw away enough aluminum every month to rebuild our entire commercial air fleet.
- ◆ Every year we make enough plastic film to shrink-wrap Texas.
- ◆ About 75 percent of the water we use in our homes is used in the bathroom.
- ◆ Each of us uses approximately one 100-foot-tall Douglas fir tree in paper and wood products per year.
- ◆ Almost half of the average home's energy consumption is used for heating.

A PEEK FROM THE DISCUSSION BOARD:

Yet again, Vanguard was a complete success! Many of the participants had some wonderfully creative ideas during the discussion on Innovative Online Teaching. We thought you might enjoy a peek at what they mentioned...

- ◆ Allowing groups to submit online articles for discussion on the board.
- ◆ Requiring students to keep an online journal.
- ◆ Using voice chat to add another dimension.
- ◆ Using an avatar to create an online identity.
- ◆ Allowing 2 or more online courses to work together.
- ◆ Adding some movie clips for students to watch and comment on.
- ◆ Sending students out into the real world to collect information and report their findings to the discussion board.
- ◆ Incorporating games.
- ◆ Using blogs and allowing the students to post a link to them on the discussion board.
- ◆ Encouraging students to be creative and use video, PowerPoint and other media on the discussion board.
- ◆ Awarding bonus points for a prompt response to an email.
- ◆ Starting discussions on controversial subjects.
- ◆ Dividing the class into teams, giving each team a debate topic and allowing the teams to debate on the discussion board.
- ◆ Posting milestones so students will know if they are on track for the semester.
- ◆ Utilizing peer evaluation of projects/papers.
- ◆ Allowing students to be responsible for presenting some of the course content.