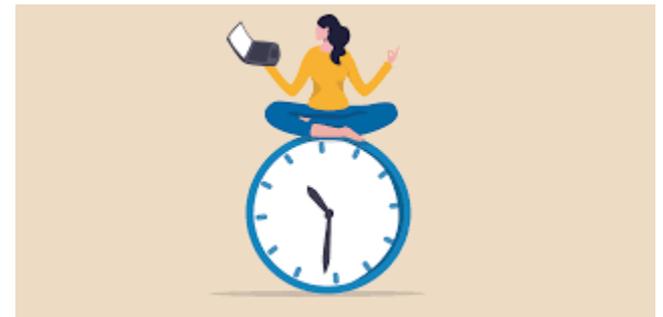


STEM Academic Strategies: Setting Yourself Up for Success Time management

MESA/STEM WORKSHOP

Time Management

- Time management is about making your day purposeful
- Requires that you take control of the time that you have, stay focused, productive and balanced
- Proper time management allows you to prioritize tasks



Steps to Managing your Time

1. Set goals
2. Set reasonable expectations
3. Develop a schedule
4. Revisit and revise your schedule/plan as needed

Key Time Management Components

Weekly schedule (more on next slide)

- How are you actually spending your time?
- What activities are most consuming?
- What are your biggest time wasters?
- Develop a specific hour-by-hour schedule for the week

Monthly calendar

- Important deadlines, appointments, timelines, long range plans, social events, academic milestones/assignments steps

Daily To-Do list

- Priorities today, short term steps, ranking

Practice makes effective

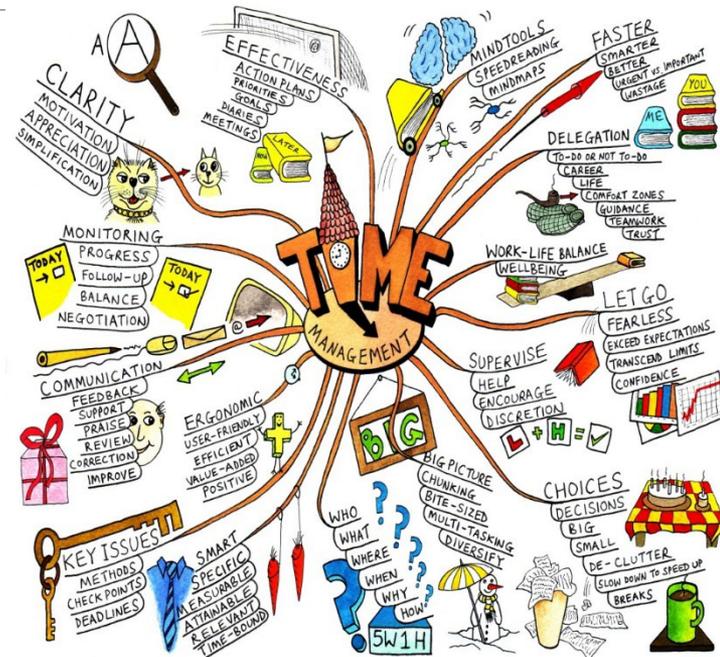


Develop a Weekly Schedule

- Determine fixed activities and variable activities
- Activities include: work, sleep, eating, study time, class time, grooming, family, commuting, cooking, exercise, social, TV/electronics, errands, housekeeping, others?
- Utilize study time formula and review/preview time
- Account for each hour of the day
- Assess and plan workload; adjust if needed
- Schedule in extracurricular/free/reward time
- When the unexpected happens, trade time, don't steal it
- Be realistic & schedule difficult tasks at prime time for you
- Build in breaks daily
- Build your schedule and stick to it

Organizing Your Time

- Set realistic goals, there are only 24 hours in a day.
- Use spare time to review.
- Study at the same time each day: make it a habit
- Divide study time into manageable chunks
- Leave extra time at the end!



Study Time Formula

Work (hrs./wk)	Recommended Units per Semester	Study Time Allocation	Total Hours per Week
40	6	18	64
30	9	27	66
20	12	36	68
10	15	45	70
0	18+	54	72

Do NOT exceed a total of 70-75 hours per week

Biggest Mistakes Students Make When Managing Time

- Subscribe to the “I’ll study in my free time” mentality – you must be scheduled into your week
- Do not apply the 70 hours/week rule
- Avoid evaluating their biggest time wasters and dealing with them
- Don’t make good daily choices about their time and how they are choosing to spend it

Academic Time-Saving Tips

- Have a plan for your study sessions including time limits
- Pay attention to what gets you off track, tackle your time wasters
- Turn off your phone and other disruptions
- Work off-line when appropriate and avoid the temptations of checking your social networking accounts and email during study time
- Organize your workspace before beginning studying
- Avoid multi-tasking when completing tasks that require brain power (single focus)
- Use a timer and don't rush through work; start on assignments right away
- Don't allow yourself to procrastinate and learn to say NO
- Manage your life (time, energy, attention, attitude, and behavior) and monitor what produces success for you

Be in communication with your Support team

- Stay connected with your counselor, professors, MESA/STEM team, peers
- Email, call or set up a virtual meeting
- Don't be afraid to reach out, we are here to support you

MESA/STEM Support Resources

- STEM focused counseling
- STEM 100, ENGR 100
- Academic success workshops
- [FREE tutoring, review sessions, & organized study group](#)
- Scholarship & internship opportunities
- Textbook reserve/loan