I'm Quinn. I will be doing the presentation today. I work at the Student Learning Center. I do both chemistry tutoring which is what I primarily do as well as study skill workshops, and some tutoring for that as well. Throughout this presentation if at any point you have any questions please feel free to ask them, and I will answer them hopefully right as you do that. Are there any initial questions before we begin? Perfect. So let's go ahead and get started. So a few opening words about time management just a couple little quotes that I thought were kind of nice about it. So, "Time is what we want most, but what we use worse." Which I think we can all kind of relate too because we've all been there where, you know, you thought you had to do something or you told yourself you had to do something, and yet four hours later you've been on Facebook that entire time and done absolutely nothing with that time. Right? I know I've been there; Saturday was the worse, I think I like meant to study for a couple of hours, and watched reruns of TV shows for that same amount of couple hours before I actually finally started doing something. I'm not even going to try. You guys can make that one out. Anything that starts with Dos. I'm probably not going to pronounce, sorry it's a little too poetic for me. And "The bad news is that time flies and the good news is you're the pilot." So if you do control your time properly you will successfully be able to do so much with your life; it just all that matters is how well you are able to manage and focus.
So why is time management important? That's an easy question for us to answer. It's something that will bring order to the chaos. Obviously we're in college, there are a lot of stressors on our lives, there are a lot of things that are requiring a lot of time from us. So if you are able to create some sort of management system you'll be able to bring order to that chaos, and be able to finally gain control of that. It allows you to do all the things that you want and all of the things that you need to do. So obviously we should get stuff that we need to do done first, or at least allot that time initially, but then you can also get the time for all of the stuff what to do as well, and I'll actually give you some kind of depictions on how that can work as well later on. And it is a huge successful indicator of how you'll succeed in both college and in real life. One thing that a lot of people don't think about is that if you manage time poorly right now; that is just college, you know. Once you get into the real life you have a real job, after this, that you'll suddenly find some mechanism or some management system where you'll be able to manage your life and manage your time. Well the reality is if you're not going to develop it here, what makes you think you're going to develop it, you know, once you go past college? If you start working on the right tools now it'll transcend college and go into your real life as well.
And so the four main time robbers are: first is laziness which all of us can definitely relate to. I'm not saying laziness is bad but continual laziness is definitely bad. I think we can all agree on that. Right? If you give yourself like a one lazy day, except even if your kind of crazy and like plot or plan lazy days, weird but acceptable, and hopefully actually it'd work out in this system, but to be lazy every single day we know is definitely going to be a problem. We've also got distractions. So this not only goes along the lines of you're supposed to go do something, and then your buddy or roommate you know wants you to go and hang out with people, or go to a bar or something like that; that's an obvious distraction. But it also goes to the point of if you're trying study and you're going and studying in a room full of loud people; that's an inefficient use of your time too which is also a time waster. We've also got procrastination. That whole "I'll go study after this commercial," or "I'll go study after one more YouTube video," or whatever we have where we're saying we're going to do it either in an hour, or tomorrow, or next week. All that procrastination doesn't help us. And finally we've just got the whole ignorance or forgetfulness. Where this is one of our huge time wasters of, you forget those appointments that you had or you forget those assignments that you needed to do. Where this not only can hurt your schoolwork as you do completely forget them, or it's Sunday night at 2 in the morning, and you finally remember that you had that paper due Monday morning. Now not only are you wasting the time where it's going to be a lot slower because you are tired, you're groggy. You're not going to get good work done, and it's going to take you just as long if not longer. Whereas if you'd remembered it earlier you could have got it done, and spent a lot less time on it with a better product.
So, how do you manage your time?
This is a simple very simplistic breakdown of how a general week is spent. And some of you guys are going to be obviously a little different than this. So, on an average weekly breakdown the average person is going to spend roughly 50 hours on sleep. Now some of you are like "I only sleep three hours a night." Well then you're crazy it's probably unhealthy, but too if you talk about when you finally lay down to go to sleep and wake up it's a pretty significant chunk of time. Now I'm being optimistic and saying you guys are studying 20 hours a week should be a little bit more if you're looking for better grades, but if you can get away with less than that I'll forgive you. And you're going to be in class around 20 hours a week as well. If you incorporate meals, which that's either significant prep time or you guys are slow eaters; that's only 98.5 hours per week. Which seems like quite a few but if you look at it you have 168 hours per week. If you subtract all of that time you still have about 70 hours every single week that can be spent on anything else. Hopefully a little bit on studying a little bit more, but also going out with your friends, you know, doing any sort of extra curricular or recreational activities that you want. So, one of the worst things I always hear in all of my classes, just amongst my friends, in my study skills sessions, even in my chemistry sessions is, "I don't have time." And for most people, unless you are that rare double major with three minors who has two side jobs, and you volunteer on the soup kitchen two or three times a week you probably have a little bit of time to spare. What's lacking is your management of that time. So before the next time you say. "I don't have time for this." I want you to actually evaluate before you say that, of, okay maybe I do have this time for this, but how can I work that into the time schedule that I've already got.
So there are a couple of time management musts whenever you are developing a system. If have don't have these in place your management system will fail. So the first of these is that it needs to easily accessible. So let's say you spend all this time, and you create this big old calendar at home that goes through all of the things you're responsible for every single activity you've plot it down to a T and it's perfect but it's at home, and you're going to be away from home for a good portion of your day, so that system doesn't really help you. I know a good portion of you have some sort of system probably use your phone or you use some sort of day planner that is on you for a good portion of time everyday. That is definitely a good start to a time management system. Another essential one is that it's easy to use. If it's really elaborate, and you know you have 27 different colors of highlighter that you use to identify all the different topics it's not going to be effective. If it's too cluttered or it's too messy it's not going to be useful. I had one student who came to me for study skills, and she had different acronyms for every single class, and every single subject within every single class to the point to where she didn't even understand the things that she was writing after she looked it the second time. Where she had to reference something else in order to even understand what her schedule was saying. That's not useful and that's soon just going to be thrown out. You're going to be completely gone with a system like that immediately. Another one that is really useful is it needs to be written down, and the exception would be if it is electronic that also counts. One of the worst schedules you can have is the schedule that is in your head. Because believe it or not you are going to forget most of the things and you're like "Oh, okay that homework that is clearly is due tomorrow, okay got it."
That's all ready gone five minutes afterwards. The biggest lie we tell ourselves is, "Oh I'll definitely remember that." If it's like a cute girl's phone number you might actually remember that. If you remember that you have a test next week and you didn't study for it. Doubtful. Be sure that you write it down or that you get it down on some sort of media that you'd be able to access later. And finally it needs to be manageable. You know, if you are giving yourself too much, that system will never work. If you're scheduling out every single minute to the T and you're giving yourself no time to relax, no time to rest; that's going to fail. If you try to set yourself up to be as some sort of superhuman where you're going from no schedule to every single minute is scheduled out there's no chance of that succeeding. It needs to be manageable, but at the same time it needs to be reasonable. Any questions so far? Perfect. This is a fairly short workshop so if you guys who had to do one you picked the right one.
So these are a couple of possible time management strategies. There’s three main ones that I’m going to go over. The first one is your daily or weekly to-do schedule or system or list. The second one is going to be a weekly schedule. This is one that pretty much is used throughout most people so this one will probably be no news to you. And the final one is some sort of hybrid in-between those two. I'll let you guys get that down real quick.
So, going onto our daily or weekly to-do one. This is good for a student that is motivated but also has a really flexible or variant schedule. So, the basic system on a daily/weekly to-do list or a to-do system is: at the beginning of the week, say on a Sunday, you're going to look through all over your syllabus, you're going to through your, you know, work schedule, and any other extracurricular club activates. You're going to see what all is definite concrete like I have a meeting here I definitely have to be there. I have a, you know, a test here or a study session here. You plot all those out first. Then from there the flexibility comes in where, you know, you have to study for a test on Friday and you know you what to study twice before then. If you're a flexible student or that you know you have a vary variant schedule the way this one will work is that you'll schedule maybe on Tuesday you're saying, "I'm going to study." You're not saying when. You're saying that today my main goal is that I'm going to study for this class, and maybe I'm going do this homework assignment for another class. The way this one works is at the beginning of week you start out with a weekly to-do list of all the things you want to get done that week. From there you transpose those onto certain days. Now the way this works the best is if you make Monday and Tuesday fairly heavy and Thursday and Friday fairly light. The reason is, Monday you're a little bit more fresh, you still have a lot of energy, and if you fail to get everything done on Monday you can push it over to Tuesday a little bit. Whereas if you have only a few things the beginning of the week and then a bunch at the end of the week; end of the week you're already kind of tired, you're already looking towards the weekend, you're not going to be as motivated to do stuff.
Plus say those, you know, an upcoming event or something unexpected that came up that happened on Thursday or that happens on Friday now you have all of these things on your to-do list that you simply won’t be able to accomplish. Whereas if you scheduled those for Monday and Tuesday, got them done early, you actually have a manageable schedule that you can go through the rest of that week. Okay? One of the things that a lot of students like about this -- and that a lot of people who use this like -- is that you really have very few time blocks scheduled; where it’s a very free form or very relaxed scheduling system. A lot of students who kind of freak out about having everything planned out or want to have a lot more freedom in their schedule, likes something like this, and the priority of the tasks that you are going to achieve are primarily based off of due date. So if something is due on Friday you know that you are going to plan accordingly for that. Okay? Any questions with this kind of system? Now the best way to use one of these is generally paper based or some sort of note pad based on your computer, where you will simply set up bracketed, or you know, blocks of "This is what I need to get done for this week." "This is what I need to get done for these days." The easiest way you could do something like this is have a piece of folded up paper in your in your wallet, in your purse, you know, in your backpack; where you can access it at any time. So, say on Tuesday you find out that you have an assignment due on Friday then you could put that back on your weekly schedule or even plan it right then onto one of the days that you have to access that, or that you have to get that one done.
So the schedule system that most people do is a weekly schedule. This is the standard one that would come on your phone or Google calendars or anything like that. Anybody use something like this set up? This is a standard one. What are some of the other systems that anyone else have if you guys don't mind me asking? How do you guys plan your time currently? Or is it just chaos? Hoping for the best. Just chaos? Okay. Use your phone, kind of just a calendar, a daily calendar, okay. And that’s standard because it’s the most structured and it is the most common. I really recommend this one as a start for anybody who is in a state of chaos where you're just hanging on day by day, start your homework at 10 o'clock at night because you remember that it was due the next day. If that is where you are at I would strongly recommend something like this; where you can go to the extreme of you schedule in everything, or you can just schedule in classes and homework assignments, or anything that is absolutely necessary. When I use something fairly close to this where I schedule in everything up to about 7 pm unless it's mandatory after 7 pm. For me that works because I'm able to schedule in lunch. I'm able to schedule in sometimes where I'm just going to relax or hangout with friends, but at the same time I know for me I'm most effective scholastically up until about 7 pm. After that my brain pretty much shuts off. So, for me I'm going to try and schedule in all of my classes, any group study sessions, any studying on my own, any homework, any additional reading that I need to do. I'm going to try to schedule that in early and I'm going to schedule all of that out as much as I possibly can.
After 7 pm I have no responsibilities so I can do whatever I want, and that's what works for me. One of the things that's really useful about these is that it shows you very easily where you're succeeding and where you're failing. And what I mean by that is at the end of the day you look at your schedule, and if you've fulfilled everything on that day then you've already succeeded. You know that, that is exactly what you needed to do. Whereas if you look at the schedule at the end of your day and you realized that you didn't go to a class, or didn't do your homework, or you meant to go and study, but instead you went and got Celestino's with your friends, then you know in that circumstance this is where I'm failing and you can easily track back, and figure out why you're failing in those areas and figure out ways to correct those paths. I recommend this one as an initial one because, if people don't have any sort of schedule plans or any sort of time management system prior, than this one's the easiest one to see where you're going, and if you need that rigidity and if you need that structure because you have none this is a great starting place. Okay? Any questions? You guys are so quiet.
The only other really mixture is generally going to be a hybrid system between those two. And this is where I truly fall. I'm more towards a weekly schedule however I do use a hybrid system. And for the most part most people do actually fall in here. Some people use a weekly schedule but they'll say, "Okay, today is when I need to get this homework assignment done." Or, "Today is when it's due." And you hope that you remembered to look on Wednesday when it was due on Tuesday so you can actually plan accordingly. This is generally where most people are going to fall because it is most comfortable for most people. A lot of people don't like the structure of having every single minute planned out. Whereas a lot of people do need a little bit of structure instead of just, "Today, I'm going to get a couple of things done." "Tomorrow I'm going to get a couple of things done." Well for a lot of people that isn't enough substance for them to actually hold of so they need a little bit more. The biggest take home from everything I basically say today is this last section right here; "Whereas if it doesn't work for you don't do it." So let's say I just recommended those systems to you and you try one out for a week, and it's not working for you. So you try another one and that one is still not working for you, but you find something in the middle. Do that system. If you have something that breeds success for you -- you can have something crazy that I didn't even cover, and if that works for you don't listen to a word I say. If you have a system that works for you, you should definitely use that system. Just because your best friend has this, you know, color coded system that is all planned out and they've got a five year plan, and all that stuff too. If they've got one of those and that works for them.
That's great. Good for them. If you try it and it completely fails for you day one; there's no reason for you to use that. Use what works for you. Don't use something that works for somebody else. It's kind of like if you decide to be a bodybuilder and you start lifting like a bodybuilder on day one. You're going to lift weights for day one and then you'll probably be broken. You can't do that. You can't just simply fall into somebody else's routine. You have to make your own, and you have to find something that works for you.
A couple of time management tips just overall that can kind of transcend all schedules or types. And this is kind of one of the things that really struck me that I heard this when I was a freshman, and I really didn't believe it until I actually kind of tried to clock it a little. Studies show that after studying at night you are 33% less effective. And there's a couple reasons behind it. One, your brain is kind of tired it's starting to shut down, but also things that you want to do generally are happening at night. So going out hanging with your friends, the best TV shows, all that stuff is happening at night. What's happening during is most part people are going to class, they're working, and daytime Soap Operas, which is if those are your thing then I apologize. Yeah that is the best TV, but I don't think our age group is really big on daytime Soap Operas. I mean we have like Wheel of Fortune and The Price is Right, but I don't think many of us watch that either. So if I can recommend something to you it's to not only plan your time out but plan your time out efficiently. If you know that you're a really good early riser and you can crank out a bunch of homework every morning. Do that. If you realize that you're never going to wake up before 10 am, then don't try to schedule things before that. Try and schedule it to your system. If you find that your best at doing homework at 2 am when everybody is already asleep. That's a perfect system too. But figure out what's going to work for you and figure when you are optimal to do the best things.
So for me if I'm going to study I'm going to study earlier on in the day, but if I'm just taking notes, or if I just have to kind of memorize a couple of things I can do that later on in the day, or I can be watching a TV show and study during commercials. Something like that works for me, but if I've got an in depth and I really need to focus on something that I don't really understand, then that needs to be earlier on in the day. For me if I'm reviewing I can do that later when my brain isn't still at its best. Same thing like with workouts and stuff too. If you know that you are better at working out and that you're fresher in the morning then do that. Some people are fresher at night as well and go ahead and do that, but know when it's going to be the best time for you. Another tip is really do schedule in some rest. If you just try and go, go, go or if you keep scheduling things too late in the day, or you realize that you keep leaving the library after 10, after 11, after midnight. You need to start scheduling in some sleep for yourself otherwise you're just going to break apart. Especially in college, rest is so necessary because we've got a bunch of kids that have terrible immune systems because we drink too much and we eat so terribly. If you actually factored in the fact that you don't sleep as well you're going to get sick so often. If you don't schedule in some sleep you not only will be so less effective during the day, but you're probably going to be sick and have to miss a bunch of class, miss a bunch of work, miss everything because of that as well. Cannot emphasis that enough. And finally it's very optimal if you're able to fill in gaps. Where a lot of people if you have like a one hour break or a two hour break.
That one hour break just means you're going to walk around campus for an hour, or you're going to go sit and hang out with your friends; which is cool if you planned that out to do that, you know, you're going to have lunch while you're doing that at least, or I want to go hang out with my friends, but we can go study or something like that as well. The other ones are simply; as you're watching TV. Well during commercials flip through note cards, something like that. Someone even went to the extreme, of like, if you're waiting in line at a supermarket flip through note cards. I'd kind of laugh at you if you did that. I'm not saying it's bad I'm just saying "I wouldn't see that one coming," so if you want to do something like that, that's perfectly cool, not judging you, but I don't see that one happening. And the most important factors are your comfort and success. I kind of said that before where with any sort of time management system if you're not comfortable with it, or it's not working for you, or you don't like it; don't do it, change it. Change it until it's something that works for you. That just seems like common sense to me. If it's something that's working for you then keep going with it. There's no reason to stop with that, but if you think it's working for you now but you're failing all your classes, and you're getting fired from your job, it's probably not working for you. You probably should change that around.
And that is it.