

# Time Management

Bethany Scholars Success Series  
Session 1



# Agenda

Objective

Exercise

Tips/Strategies

Resources

Peer Sharing



# Objective

Why is this important?



“To equip Bethany Scholars with helpful time management tips and strategies.



# Exercise

Planning your time

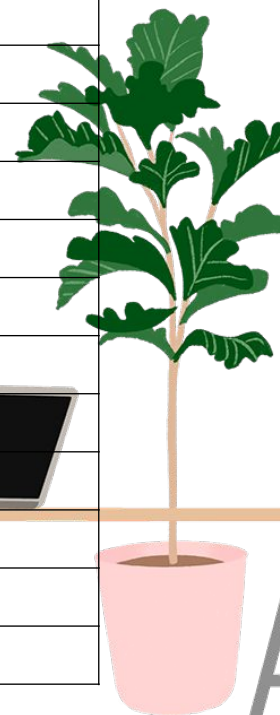
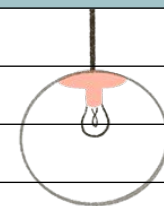


# Where Does the Time go?

Estimate the number of hours  
you spend on each task



| TASK   | HOURS SPENT |
|--|-------------|
| Sleeping   |             |
| Hygiene  |             |
| Eating   |             |
| Class/Office Hours                                 |             |
| Traveling (to and from class, dining, work, other) |             |
| Working (term-time job) and/or Volunteering        |             |
| Errands (Laundry, etc.)                            |             |
| Personal time (prayer, meditation, exercise)       |             |
| Time w/ Friends, social media, entertainment       |             |
| "Dead Time"  |             |
| Time Left to Study                                 |             |
| <b>Total</b>                                       | <b>24</b>   |



| Task   | Hours Spent   |
|--|---------------|
| Sleeping   | 8             |
| Hygiene  | 1             |
| Eating   | 3             |
| Class/Office Hours                                 | 3             |
| Traveling (to and from class, dining, work, other) | 1             |
| Working (term-time job) and/or Volunteering        | 2             |
| Errands (Laundry, etc.)                            | 1             |
| Personal time (prayer, meditation, exercise)       | 1             |
| Time w/ Friends, social media, entertainment       | 1             |
| "Dead Time"  | 2             |
| Time Left to Study                                 | 1 NOT ENOUGH! |
| <b>Total</b>                                       | <b>24</b>     |





# Tips / Strategies

How to manage your time



# Tips

## ✓ **Plan your class schedule carefully.**

- Examine the syllabus for each class you plan to take. Settle on your class schedule as soon as is reasonable.

## ✓ **Create a calendar/planner** that covers the entire term. (Paper or Digital – find what works best for you)

- Mark due dates for key assignments, quizzes, tests, and exams.
- Set interim due dates for yourself. (Ex. If a paper due on the 25<sup>th</sup>, set earlier deadlines for completing reading/research, discussing your thesis with your professor, completing your first draft, using the school's writing resources, making revisions, proofreading, etc.)
- Be sure to include other important commitments on your calendar (Internship and scholarship application deadlines, due dates for rent, etc.)



# Tips

- ✓ **Review and adjust your calendar.**
  - You may find some periods are congested with multiple major things due. Calendars let you see these periods early, and you can better prepare to avoid problems later.
- ✓ **Revise and update your calendar.**
  - If you miss an interim deadline you set for yourself, don't just chuck the whole thing out the window. Rejigger your time going forward to adjust.



# Planning your Study Time

## ✓ Use a Study Formula

- Excluding any required lab time, expect to invest at least 2 hours of study time outside class for every hour in class. (This formula will vary from person to person and from course to course)

## ✓ Budget Your Time

- Budget time according to what assignments and exams are worth. If an exam is worth 50% and your paper is worth 50%, then you might want to divide your time evenly between preparing for your exam and writing your paper.

## ✓ Set Deadlines

- Remember that work expands to fill the time available, so estimate how long the work should take and give yourself a deadline.

## ✓ Take Breaks

- Optimum efficiency is reached by studying in 1 hour blocks (50 minutes + 10 minute break).
- Shorter periods are good for reviewing notes and doing memory work. Longer periods are usually needed for writing and problem solving.



# Planning your Study Time

## ✓ **Know Your Peak Times**

- Tackle less interesting/more difficult tasks during your high energy and peak concentration times.
- Leave the more engaging and easier work for low times.
- Save non-academic tasks (ie. shopping, cleaning) for times in the day when you are really low on energy and concentration. More broadly, figure out your body clock/body rhythms. Plan your days in ways that use that use them to your advantage as best you can.

## ✓ **Fill in the Gaps** (ie, “Dead Time”)

- Always have small tasks (ie. learning vocabulary for a language or biology course) on hand so you can fill in the many little windows of dead time during your day.

## ✓ **Prioritize**

- List your study tasks for the week and each day in order of importance.
- Commit to finishing the most important tasks first.



# 4 Resources

Here are some helpful tools to consider



# Resources:

## Paper Planners

- Available at Staples, Amazon, Target, and any number of stores selling back to school supplies.
- Free, printable DIY planner pages available online.
- All come in a variety of configurations so think about what works best for you.

## Desk Calendars

- Available at Staples, Amazon, and many other stores.
- Great for keeping upcoming deadlines front of mind (as long as your desk is kept clear!).



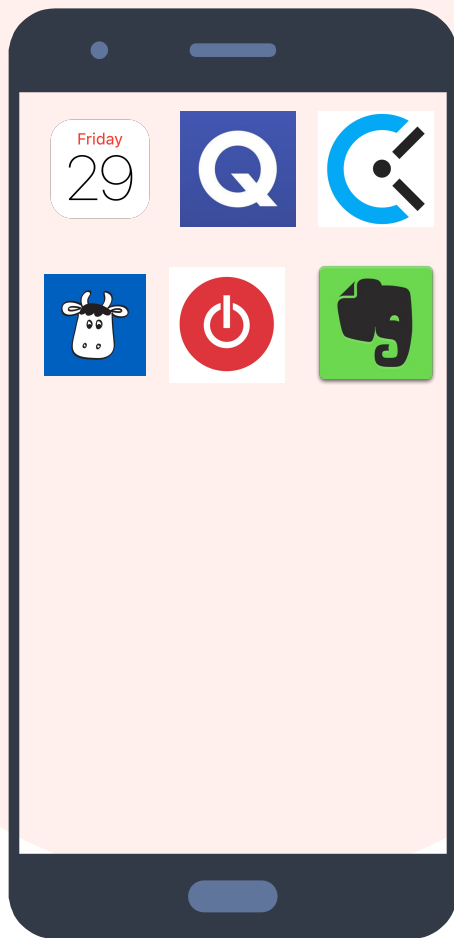
# Mobile Apps

## Remember the Milk:

allows you to break tasks down into layers of subtasks, handy for time activating steps to complete research papers, group projects, and more.

**Toggl:** tracks how much time you actually spend on tasks or projects; includes an analytics dashboard, to visualize historical trends for better management.

**Evernote:** a productivity tool that allows you to capture your ideas, notes, and images for better organization. You can even record classes, meetings; add voice or text attachments and share files with others. \*\* Added bonus: Evernote can synch with Remember the Milk to better optimize your time.



**Calendar:** Always with you. Can set reminders. Don't forget to schedule the interim steps to assignments and projects

**Quizlet:** a free tool that provides learning tools for students. It enables students to create study aids, flashcards, and gaming to assist in learning. Quizlet can help you to use "dead time" more effectively.

**Clockify:** a browser-based time management app that tracks how much time is spent on different activities. Clockify has a visual dashboard, which makes it easy to see where your time is going and how to be more productive. \*\* Added Bonus: Clockify integrates with Trello and other project board tools,



# Other time management apps to consider

- iStudiez/iStudiez Pro
- Any.do
- 2Do
- myHomework
- Timetable
- Studious
- Self Control
- AppDetox
- Forest
- My Study Life
- Focus – Time Management



# Thanks!

Any questions?

Bethany Resources:

✓ [bethany-newark.org](https://bethany-newark.org)



# Guest Panelists Recent College Grads:

- ✓ Tamia Burke
- ✓ Kimani Freeman
- ✓ AB Padmore
- ✓ Che Williams

