

#### **Session Outcomes**

- Practice prioritizing tasks
- Create a to-do list and weekly schedule to organize your semester
- Identify electronic time management tools



#### Workshop Materials:

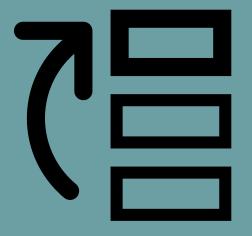
## I'M WRITING:

- 1. A writing utensil
- Multiple colored highlighters, markers, or crayons
- 3. A sheet of paper
- 4. Print the "Weekly Schedule" (or create your own with a blank sheet of paper)

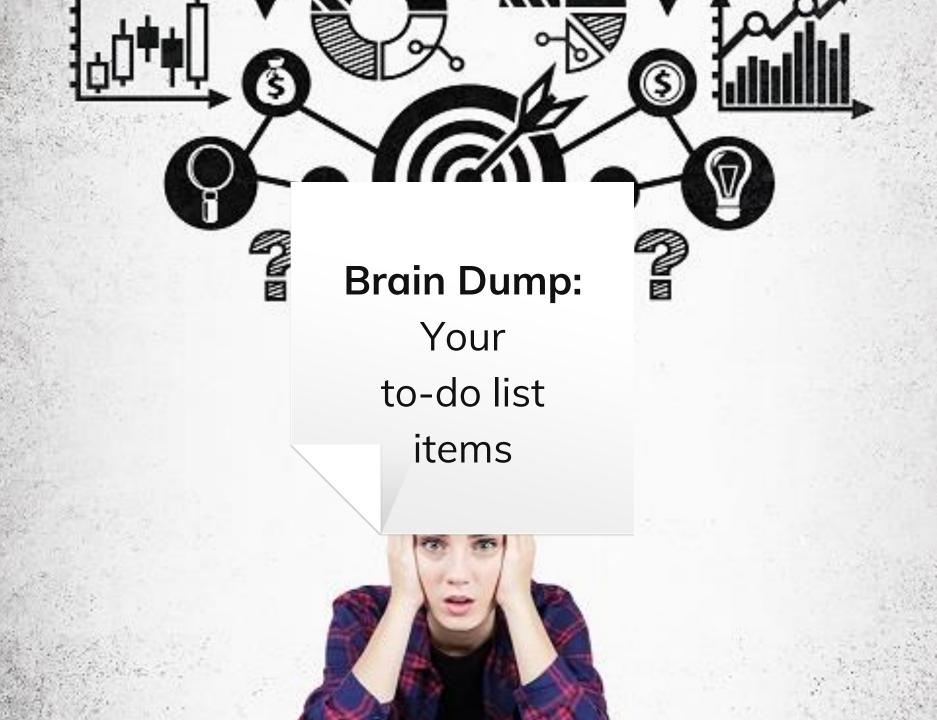
## I'M TYPING

- A Microsoft Word document or a Google Doc to type into
- 2. Open the "Weekly Schedule"





# 1. Create a to-do list and practice prioritizing tasks



## Prioritizing Matrix

Have to

Complete 1<sup>st</sup>
Due tomorrow/next class

Should do Won't take a lot of time to complete Due later in the week Smaller chunks of bigger projects Extra credit work

Want

to

clubs and organizations not for class

#### Time to practice prioritizing



On the next slide, you will prioritize John's to-do list.

Decide which items are "have to"

Decide which items are "should do"

Decide which items are "want to"

	Most Urgent > Least Urgent	A. Party tonight at his friend's apartment
ve To		в. John promised to go to dinner with his mom for her birthday today
Have		c. 500-word (3 typed pages) English paper due tomorrow at 11:59pm
		p. John's friend just broke up with his girlfriend and needs someone to talk to
d Do		ε. Psych exam tomorrow morning; it's on the syllabus
Should Do		F. History book report due in two days. He read the book in high school but <code>isn't</code> sure what it's about
		g. No clean shirts; he hasn't done laundry in 2 weeks
t To		н. It is not his day to work, but his boss wants him to come in for a couple of hours to help him cover a shift; probably means all night
Want To		ı. 5-question open-book Biology quiz due Sunday night at 11:59pm; these usually take only 10 minutes to complete



	Most Urgent > Least Urge C. English paper due tomorrow  Chunk large
Have To	C. English paper due tomorrow  a. TONIGHT: Outline b. TONIGHT: Create and sa. c. TONIGHT: Write outline and ly paragraphs  D. Call friend who needs support E. Psych exam tomorrow morning; it's on the subject of t
should Do	B. John promised to go to dinner with his mom to her birthday today c. 500-word (3 typed pages) English and the tomorrow at 11:59pm a. TOMORROW: Write final body b. TOMORROW: Proofread and c. TOMORROW: Submit H.History book report due in two days. a. TOMORROW: Read b. NEXT DAY: Write and submit

# Build in rewards

- A. Party tonight at his friend's apartment
- H.It is not his day to work, but his boss wants him to hours to help him cover a shift; probably
- 5-question open-book Biology quiz due susually take only 10 minutes to complete

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## Return to your to-do list:

1.Break down large assignments or projects into smaller tasks



2. Prioritize your to-do list by starring your "have to" items







# 2. Create a weekly schedule to organize your time



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- Work
- Study



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- Class
- Work
- Study
- Meals



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- Class
- Work
- Study
- Meals
- Sleep



My Weekly Schedule Sunday Monday Wednesday Thursday Friday Saturday

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- Class
- Work
- Study
- Meals
- Sleep
- Personal



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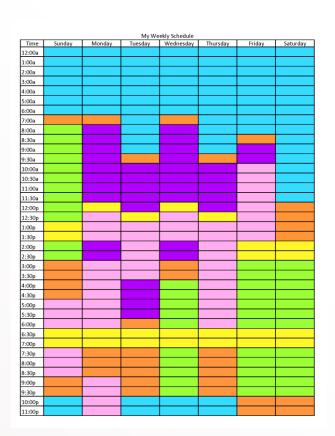
# Weekly Schedule Builder in Action

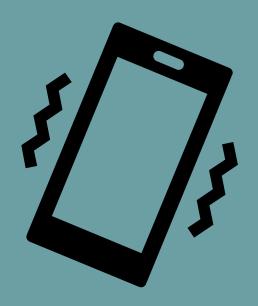
Follow your plan for one week

Note unrealistic expectations

Note areas to modify or push yourself to improve

Edit for your final version to follow as a general guide for the semester





# 3. Discover convenient time management apps

#### **Time Management Apps**



Weekly Schedule



To-do List



**Prioritize** 





Google Calendar



Any.Do



Google Keep



Distraction

Flora /
Forest /
Pocket
Points



#### 4. Make a commitment



#### Academic Success Center



#### **More Resources**

- Academic Coaching
- Scheduled Tutoring
- Drop-In Tutoring
- eTutoring
- Supplemental Instruction (SI)

www.kent.edu/asc

# **Finding Services**

**Academic Success Center (ASC)** 

Center for Undergraduate Excellence (CUE)



330-672-3190



