



How to be a **STRONGER STUDENT:**
WHERE DOES MY TIME
GO?



Presented by:
The Collegiate Science &
Technology Entrance Program

OUTLINE OF PRESENTATION

- How can I best manage my time?
 - Exercises will assist students in understanding where they invest their time and how they can diversify those investments in order to gain the best return
 - Academics, interpersonal relationships, mental and physical hygiene will be explored



WHY WE SCHEDULE OUR LIVES...

- What are your priorities and your goals?
- Scheduling is where these aspirations meet the reality of the time you have available.
- What makes a weak student?

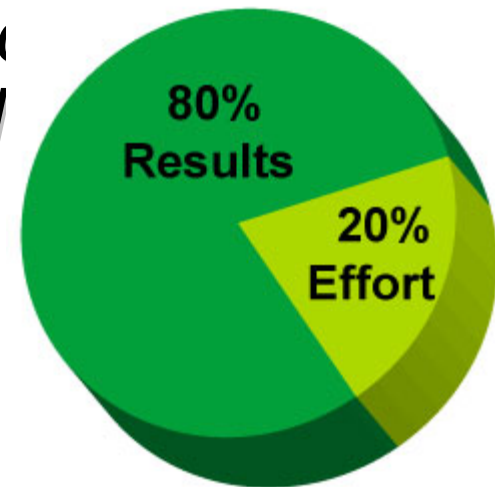


By using a schedule properly, you can:

- Understand what you can realistically achieve with your time
- Plan to make the best use of the time available
- Leave enough time for things you absolutely must do
- Preserve contingency time to handle “the unexpected”
- Minimize stress by avoiding over-commitment to yourself and others
- Maximize effectiveness
- Actually have a life

THE PARETO PRINCIPLE

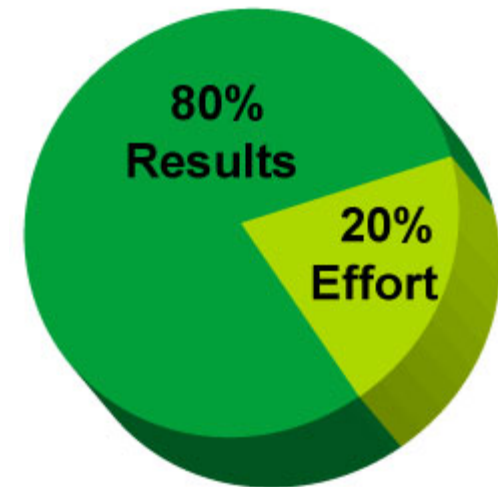
- This principle argues that typically 80% of unfocussed effort generates only 20% of results. *The Pareto Principle*
80% of results are achieved with only 20% of focused



THE PARETO PRINCIPLE

If you manage time effectively you will yield better results in less time.

The Pareto Principle



Striving towards excellence in your academic career

- *What is the purpose/goal of the course content/assignment as it relates to the field in general?*
- *What are the methods of evaluation which will be used?*
- *What is exceptional performance?*
- *What are the priorities and deadlines?*
- *What resources are available?*
- *What costs are acceptable?*

T.A.P. (Term Assignment Preview)

- Organize a single chronological listing that accounts for everything you need to submit or complete throughout the term including assigned readings.

SAMPLE TERM ASSIGNMENT PREVIEW

TERM ASSIGNMENTS	
8/30/2006	INTRO BIO- CHAPTER 1, 2-----WEEK 1
9/1/2006	READ FATHER MCSHANE'S INAUGURAL ADDRESS
9/1/2006	CHEM- HW- CHAPTER 1:20,24,30,32,36,44,48,58,62,68,92
9/4/2006	CHAPTER 3
9/5/2006	HAMLET- ACTS I & II; JOURNAL ENTRY
9/5/2006	ST. ANSELM- FTS, 68; ST. THOMAS AQUINAS- FTS, 68-70
9/8/2006	HAMLET- Acts III-IV; JOURNAL ENTRY
9/8/2006	CHAPTER 2- 26,30,28,44,46,48,50,62,64,68,84
9/11/2006	MEASUREMENTS, AND MAKING MEASUREMENTS-(OUTLINE)
9/11/2006	CHAPTERS 4 & 5
9/12/2006	HAMLET
9/12/2006	READ 1-19...FTS
9/13/2006	READ FTS, 119-128; PSALMS 91, 146; MATT. 6:25-34, 14:22-33; HEBREWS 11:1-12:1
9/13/2006	READ BCA 21-42, 71-74
9/14/2006	pH AND BUFFERS
9/15/2006	READ ESSAY SAMPLE- P. 360; WAYS OF TALKING ABOUT LITERATURE(13-32)
9/15/2006	NEWSPAPER- WORLD EVENTS
9/15/2006	CHAPTER 3- 26,28,16,40,42,48,60,62,68
9/18/2006	CHEMICAL CONSTITUENTS-CARBOHYDRATES, FATS, NUCLEIC ACIDS
9/18/2006	CHAPTER 9; EXAM
9/19/2006	WAYS OF TALKING ABOUT LITERATURE-32-56
9/19/2006	GENESIS 12:1-8, 16:1-14, 32:24-30; EXODUS 3:1-22, 19:16-19; JEREMIAH 1:4-19;
9/19/2006	JOB 40:6-41; MATT. 14:22-32, 28:1-10
9/19/2006	CHEMISTRY EXAM
9/20/2006	"THE FASCINATING AND AWESOME MYSTERY"- FTS 29-39
9/20/2006	LOG ASSIGNMENT #1DUE: BCA, 75-88; INDEX CARD RESPONSE
9/21/2006	CHEMICAL CONSTITUENTS-PROTEINS
9/22/2006	"ARABY"- 206
9/22/2006	FTS 26-28; "REFLECTIONS ON THE EXPERIENCE OF GRACE"
9/25/2006	MICROSCOPES AND CELLS
9/25/2006	CHAPTERS 6 & 8
9/26/2006	"THE RED CONVERTIBLE"- 218; FIRST PAPER DUE
9/26/2006	FTS 100-104; FTS 104-111
9/27/2006	FTS 111-115
9/27/2006	CHAPTER 4- 16,18,22,26,30,32,36,38,46,48,52,56,86
9/27/2006	BCA, 45-54; INDEX CARD RESPONSE
9/28/2006	DIFFUSION AND OSMOSIS
9/29/2006	"LONDON"-233; "SPRING AND FALL"-234; "WE REAL COOL"- 236
9/29/2006	QUIZ-THEOLOGY
10/2/2006	EXAM
10/2/2006	CHAPTERS 7 & 10
10/3/2006	"EX-BASKETBALL PLAYER"-238; "MID-TERM BREAK"-239; "ORANGES"-240
10/3/2006	EXODUS 3:1-14; SAMUEL 2:1-10; ISAIAH 55:1-11, 66:13;
10/3/2006	LUKE 13:34-35, 8-10; FTS 130-131; FTS 135-137
10/4/2006	"SHE WHO IS"; "GOD AS MOTHER: EXPLORING AN ALTERNATIVE IMAGE OF LOVE"
10/4/2006	BCA, 55-58, 59-65; INDEX CARD RESPONSE
10/5/2006	ENZYMES
10/5/2006	"OEDIPUS REX"- 748
10/6/2006	SELECTIONS FROM OTHER RELIGIOUS TRADITIONS
10/6/2006	CHAPTER 5- 28,34,36,38,44,46,50,56,66,70

GETTING IT DONE

Scheduling is best done on a regular basis, for example at the start of every week or month.



Scheduling is a 5 step process

1. Identify the time you have available
2. Block in the essential tasks you must carry out to succeed academically
3. Schedule in high priority urgent tasks and vital “house-keeping” activities
4. Block in appropriate contingency time to handle unpredictable interruptions
5. In the time that remains, schedule the activities that address your priorities and personal goals.

GETTING IT DONE

If you have little or no discretionary time left by the time you reach step five, then revisit the assumptions you have made in steps one to four and reassess



Now let's get it done!

■ There are 168 hours in a week

1. Identify the time you have available.
2. Block in the essential tasks you must carry out to succeed academically.
3. Schedule in high priority urgent tasks and vital "house-keeping" activities.
4. Block in appropriate contingency time to handle unpredictable interruptions.
5. In the time that remains, schedule the activities that address your priorities and personal goals.

WEEKLY SCHEDULE FOR ____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP
BIO LAB	BIOLOGY	BIOLOGY	BIO LAB	BIOLOGY	CSTEP BIO	WAKE UP
GEN CHEM	GEN CHEM	GEN CHEM	GEN CHEM	GEN CHEM	GEN CHEM	GEN CHEM
ENGLISH	ENGLISH	COUNSELOR	ENGLISH	ENGLISH	ENGLISH	ENGLISH
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
THEOLOGY	THEOLOGY	THEOLOGY	THEOLOGY	THEOLOGY	THEOLOGY	THEOLOGY
CHEM REC	CHEM REC	PRE HEALTH	CHEM REC	CHEM REC	CHEM REC	CHEM REC
DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
GO TO BED	GO TO BED	GO TO BED	GO TO BED	GO TO BED	GO TO BED	GO TO BED

21HR5
21HR5

WEEKLY SCHEDULE FOR ____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP
BIO LAB	BIOLOGY	BIOLOGY	BIO LAB	BIOLOGY	CSTEP BIO	WAKE UP
GEN CHEM	GEN CHEM	GEN CHEM	GEN CHEM	GEN CHEM	GEN CHEM	GEN CHEM
ENGLISH	ENGLISH	COUNSELOR	ENGLISH	ENGLISH	ENGLISH	ENGLISH
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
THEOLOGY	THEOLOGY	THEOLOGY	THEOLOGY	THEOLOGY	THEOLOGY	THEOLOGY
CHEM REC	CHEM REC	PRE HEALTH	CHEM REC	CHEM REC	CHEM REC	CHEM REC
DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
GO TO BED	GO TO BED	GO TO BED	GO TO BED	GO TO BED	GO TO BED	GO TO BED

21HR5
21HR5

REMEMBER...

If you have little or no discretionary time left by the time you reach step five, then revisit the assumptions you have made in steps one to four and reassess



Time Management is all about setting priorities



	URGENT	NOT URGENT
IMPORTANT	QUADRANT 1 NECESSITY Examples:	QUADRANT 2 QUALITY Examples:
NOT IMPORTANT	MANAGE QUADRANT 3 DECEPTION Examples:	FOCUS QUADRANT 4 WASTE Examples:
	AVOID	AVOID

Source: Judy M. Silvestrone, D.C., M.S., New York Chiropractic College

WHERE DOES MY TIME GO?

168	HRS IN A WK
-	HRS IN CLASS
-	HRS @ WORK
-	HRS STUDYING
-	HRS COMMUTING
-	HRS USED FOR LEISURE
-	HRS SPENT EATING
-	HRS...
-	HRS...
-	HRS...
-	HRS...
-	HRS...
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-	HRS...
-	HRS...
-	HRS...

- **Consider that research states a person should get an average of 8hrs of sleep a night...How much do you sleep?**
- **Consider that research states that a student should spend 2hrs outside of class studying for every hr in class...How much time do you spend studying?**

WEEKLY SCHEDULE FOR: _____ to _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00AM							
6:30AM							
7AM							
7:30AM							
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1AM							

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SAMPLE TERM ASSIGNMENT PREVIEW

10/9/2006	CHAPTER 11
10/10/2006	OEDIPUS REX
10/10/2006	FTS 155-161
10/10/2006	CHEMISTRY EXAM
10/11/2006	REVIEW-THEOLOGY
10/11/2006	LOG ASSIGNMENT #2 DUE; BCA, 89-102; INDEX CARD RESPONSE
10/12/2006	CELL RESPIRATION
10/13/2006	WRITING ABOUT LITERATURE (87-121)
10/13/2006	MIDTERM EXAM-THEOLOGY
10/16/2006	PHOTOSYNTHESIS I
10/16/2006	CHAPTERS 12 & 13
10/17/2006	WRITING ABOUT LITERATURE (121-146); SECOND PAPER DUE
10/17/2006	FTS 171-184
10/18/2006	FTS 184-194
10/18/2006	CHAPTER 6- 28,30,34,38,42,46,50,60,72,78
10/18/2006	BCA, 65-70; INDEX CARD RESPONSE
10/19/2006	MITOSIS AND MEIOSIS
10/20/2006	"SHOPPING"-699
10/20/2006	FTS 203-208
10/23/2006	MENDELIAN GENETICS
10/23/2006	CHAPTERS 14 & 15
10/24/2006	"MY PAPA'S WALTZ"-733; "THE MOTHER"-734; "DRIVING LESSONS"-739
10/24/2006	GOSPEL ACCOUNTS
10/25/2006	READ ACTS OF THE APOSTLES
10/25/2006	CHAPTER 7- 22,24,26,28,32,34,38,42,44,46,54,58,62,64
10/25/2006	REVIEW LOG #3 ASSIGNMENT
10/26/2006	MOLECULAR BIOLOGY
10/27/2006	"THOSE WINTER DAYS"--740; "THE 'BANKED FIRE' OF 'THOSE WINTER DAYS'"-742;
10/27/2006	"TERMINAL RESEMBLANCE"-745; "FAMILY PLOT, OCTOBER"-746
10/27/2006	SHORT PAPER ASSIGNMENT HANDED OUT- DUE NOVEMBER 3 RD
10/27/2006	SELECTIONS ON ERES
10/30/2006	DNA FINGERPRINTING
10/30/2006	CHAPTER 16; EXAM
10/31/2006	IN-CLASS ESSAY
10/31/2006	FTS 195-203
11/1/2006	CHAPTER 8- 28,30,32,40,42,44,46,50,56,60,66
11/1/2006	LOG ASSIGNMENT # 3 DUE; BCA, 109-128; INDEX CARD RESPONSE
11/2/2006	MODELING DNA REPLICATION AND GENE EXPRESSION
11/3/2006	ARGUMENT, CRITICAL THINKING, AND RESEARCH (147-169)
11/3/2006	PART II ON ERES
11/3/2006	CHEMISTRY EXAM
11/6/2006	EXAM
11/6/2006	CHAPTERS 17 & 18
11/7/2006	ARGUMENT, CRITICAL THINKING, AND RESEARCH (169-191)
11/7/2006	SELECTION ON ERES
11/8/2006	FTS 307-319; SELECTIONS ON ERES
11/9/2006	POPULATION GENETICS:DETERMINING VARIATION
11/10/2006	"THE JILTING OF GRANNY WEATHERALL"- 1162
11/10/2006	FTS 273-288; ON ERES
11/13/2006	EVIDENCE OF EVOLUTION
11/13/2006	CHAPTERS 19 & 20
11/14/2006	"A ROSE FOR EMILY"-1179; "ON THE MEANING OF 'A ROSE FOR EMILY'"-1179

SAMPLE TERM ASSIGNMENT PREVIEW

11/14/2006	NEWSPAPER: WORLD EVENTS
11/14/2006	CHAPTER 9- 32,34,36,38,42,44,46,52,54,66,68,72
11/15/2006	ON ERES; ANOTHER ON ERES
11/15/2006	BCA, 193-202; INDEX CARD RESPONSE
11/16/2006	BACTERIOLOGY
11/17/2006	"AFTER GREAT PAIN"- 1243; "THE SOUL SELECTS"-1244
11/17/2006	FTS 209-214; PROVERBS 9:1-6; MATT. 26:26-29, MK. 14:22-25;
11/17/2006	LUKE 22:19-20; CORINTHIANS 11:23-25
11/20/2006	PROTISTA
11/20/2006	CHAPTER 21
11/21/2006	"DEATH, BE NOT PROUD"-1186; "NIGHT FUNERAL IN HARLEM"-1192;
11/21/2006	"HOW TO WATCH YOUR BROTHER DIE"- 1199; TERM PAPER DUE
11/21/2006	ON ERES; FTS 59-64
11/27/2006	FUNGI
11/27/2006	CHAPTERS 21 & 22
11/28/2006	"SECOND-HAND MAN"- 585
11/28/2006	VIRTUES FOR ORDINARY CHRISTIANS, 3-33
11/28/2006	CHAPTER 10- 18,22,24,30,36,40,44,48,50
11/29/2006	VIRTUES FOR ORDINARY CHRISTIANS, 37-69
11/29/2006	CHEMISTRY EXAM
11/29/2006	BCA, 33-42; INDEX CARD RESPONSE
11/30/2006	PLANT DIVERSITY
12/1/2006	"THE YELLOW WALLPAPER"-532
12/1/2006	VIRTUES FOR ORDINARY CHRISTIANS, 70-102
12/4/2006	FINAL EXAM
12/4/2006	CHAPTERS 23 & 24
12/5/2006	"WE HAVE NO 'RIGHT TO HAPPINESS'"'- 678
12/5/2006	VIRTUES FOR ORDINARY CHRISTIANS, 105-140
12/6/2006	READ TDB
12/6/2006	END-OF-TERM WRAP-UP; INDEX CARD RESPONSE
12/8/2006	"LET ME NOT TO THE MARRIAGE OF TRUE MINDS"-592;
12/8/2006	"TO HIS COY MISTRESS"-595; "THE WEDDING COUPLE"- 602
12/8/2006	FINAL PAPERS DUE
12/8/2006	CHAPTER 11- 28,30,34,38,42,44,46,48,52,54,64,72
12/8/2006	BCA, 143-175; INDEX CARD RESPONSE
12/9/2006	LOG ASSIGNMENT #4 DUE
12/19/2006	CHEMISTRY EXAM SEC. II
12/20/2006	CHEMISTRY EXAM SEC. I

WEEKLY SCHEDULE FOR ____ to ____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:30AM	WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP	WAKE UP	
8AM							
8:30AM		BIOLOGY	BIOLOGY		BIOLOGY	CSTEP BIO	
9AM	BIO LAB	1HR	1HR	BIO LAB	1HR	REVIEW	WAKE UP
9:20AM	2HRS			2HRS		2HRS	
9:30AM		GEN CHEM	GEN CHEM		GEN CHEM		
10AM		1HR	1HR		1HR		STUDY
10:20AM							5HRS
10:30AM		STUDY	STUDY		STUDY		
10:50AM		1HR	1HR		1HR		
11AM	STUDY			STUDY			
11:30AM	1HR	ENGLISH	COUNSELOR	1HR	ENGLISH		
12PM		2HRS	1HR		2HRS		
12:30PM	LUNCH			LUNCH		LUNCH	
12:45PM	1HR		LUNCH	1HR		1HR	
1PM		LUNCH	40MIN	CHEM LAB	LUNCH		
1:20PM		30MIN		4HRS	30MIN		
1:30PM		THEOLOGY	THEOLOGY		THEOLOGY		
2PM	STUDY	1HR	1HR		1HR		
2:20PM	3HRS						
3PM					STUDY		
3:20PM					3HRS		
3:30PM		CHEM REC	PRE-HEALTH				
4PM		1HR	1HR				
4:25PM							
5PM							
5:30PM	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
6PM	1HR	1HR	1HR	1HR	1HR	1HR	1HR
6:30PM							
6:45PM							
7PM	STUDY	STUDY	STUDY	STUDY			
7:30PM	3HRS	3HRS	2HRS	3HRS			SCHEDULE
8:00PM							
8:30PM							
9PM			GREYS				
9:30PM			ANATOMY				
10PM							
11PM							
12AM	GO TO BED	GO TO BED	GO TO BED	GO TO BED	GO TO BED		
1AM							

STUDY 27HRS
 CLASS 21HRS