



HARTWICK
est. 1797

Self Directed Workshop Series: Time Management Workshop Instructions and Questions Packet

Office of Advising & Registration

Learning Support Services at the Loft; Stevens-German Library, 5th Floor, Yager Hall

Name: _____

Date: _____ Semester: _____

To get official workshop credit please:

Go to the following link also found on the OAR workshop website “Self-Directed Workshops: <http://appl003.lsu.edu/slas/lsoweb.nsf/index> and click on “guest entry”.

1. Click on the link for the Time Management workshop on the right of the screen.
2. Follow along using this packet, answering all questions and filling in the blanks as completely as possible.
3. Complete all quizzes that are given to you throughout the online workshop and print each answer page and return it with your packet.
4. Print the completed packet (this form) and results of the required online quizzes.
5. Meet with Jason Stanton to hand in results and discuss your answers.

Time Management workshop questions. (Follow along slide by slide with the questions in the online workshop).

1. What is time management equated to?

2. What does this workshop cover?

- a. Examine ideas, strategies & tools that can enhance your productivity.
- b. Give you ideas on how to maximize your college experience.
- c. Help you to create your time management plan and decide what things do and do not work for you.
- d. All of the above.

3. Why do some people get so much more done than others?

- a. They don't waste time going to class.
- b. When they have a job to do they write it down and do it later.
- c. They make deliberate choices and implement strategies to achieve goals.
- d. At night they sit and think about what needs to be done.

4. What are 3 of the 5 things listed that are required of college students?

1) _____

2) _____

3) _____

5. College students are surprised at?
 - a. How much structure there is in their lives at college.
 - b. How challenging an academic lifestyle can be.
 - c. That they have no freedom to make their own choices.
 - d. How easy it is to manage their own lives.

6. Fill out the following worksheet to get an idea of **where is your time going?**
 - a. How many credits are you taking? _____
 - b. Hours a week spent studying? _____
 - c. Hours per week at work? _____
 - d. Hours per week-other activities? _____
 - e. Other commitments? _____
 - f. Hours socializing/doing nothing? _____
 - g. Hours spent traveling? _____
 - GRAND TOTAL:** _____

7. If you are taking 15 credit hours of course work...how many hours are needed between class & studying?
 - a. 42
 - b. 30
 - c. 10
 - d. 45

8. What is the meaning of the “big rocks” analogy?
 - a. The things that get in the way of other more important stuff.
 - b. Things we really don’t care too much about.
 - c. We need to work on the big stuff... priorities first, things we really value and want to make sure we have time for, then fit in the other stuff as we can.
 - d. Heavy stuff that weighs us down.

Take online quiz 1 now (slide # 6) then click “get results”, print results page & attach to packet.

9. Why is it better to be proactive in your life?
 - a. Because when you are proactive you react to distractions in your life.
 - b. It allows you to make decisions and not just react to what happens in life.
 - c. People who are proactive take charge of their time and decisions.
 - d. a & b
 - e. b & c

10. What are the 3 components of the “3-step plan”?

- 1.) _____
- 2.) _____
- 3.) _____

11. What are your life long goals? Write some ideas here.

12. Step back from life-long goals and set some shorter term goals (you can always change later).
Short term goals (today/week/month):

Mid range goals (1 year/5 years):

10 year goals:

13. What statements below **AREN'T MYTHS**?

- a. You work at your goals and should always be 100% on target.
- b. People who attain their goals are those who set them, write them down and then pursue them in small and big ways each day.
- c. Once you set a goal it is written in stone and can't be changed.
- d. You can change and alter your goals as much as you think you need to.

14. To achieve your goals, you need organizational tools. **Circle two that DON'T apply...**

- a. You don't need anything.
- b. Calendars and schedules.
- c. A day/week/or a monthly planner, whatever works best for you.
- d. To do lists are important to help you remember all the details.
- e. Video games.

15. What does your real week look like ~ **click on and print a weekly calendar (at bottom of slide 14)** to chart and see what a week in your life looks like. (**Note: a semester calendar is also available for your use**) What is the most important thing to remember when planning your week?

- a. To fit in as much stuff as you can.
- b. That it has to be perfectly set up.
- c. That it doesn't matter if it's balanced—as long as you fit everything in.
- d. That you have to keep in mind the “big rocks” in your life and to plan fun for a reward.

16. What are some of your plan options? **Circle ALL that apply....**

- a. Monthly plan-with fewer than 7 appointments/week.
- b. A daily plan-for those with 21 unique things every week.
- c. Fly by the seat of your pants-don't write anything down.
- d. A weekly planner for those with 7-21 things in a week.
- e. Anyone can use a high tech planner such as a PDA-blackberry-treo...

17. If you have never used a planner, what do they suggest you start with?

18. What are three benefits of a PDA?

1. _____
2. _____
3. _____

19. What are time oriented planners?

- a. Look at the clock all the time.
- b. People who like to list the exact time the plan to do everything on their lists/calendars.
- c. They like to make separate lists for each day.
- d. They take a break and time every second they are on their break.

20. What type of people are task oriented planners?

- a. Want to know what time dinner is each day.
- b. People who work on task after task till bed time all day.
- c. They like to make separate lists for each day but don't specify times to get things done—fitting in “to do's” as they go along.
- d. They judge their performance on tests and studying by the tasks they accomplish.

21. What is a weekly “master to do” list? Print one for future use and reference.

- a. Things you have to do.
- b. Nothing is listed on here that you don't want to do.
- c. Something you do once a month.
- d. A great way to compile everything one needs for class each day.

22. What are the components of a weekly “master to do” list? Circle all that apply.

- a. List the things you need to accomplish that week under each class title.
- b. Write the dates on the left side.
- c. List all of the things you need to do that are not school related in the “other” column.
- d. Take out all of your course syllabi—use it for reference as you fill out the list.
- e. A great time to do this is on Sunday afternoon/evening before you start your week.

23. What are some important tips for your master to do list? Circle all that apply.

- a. Avoid writing one line that says “read chapters 4-10”, instead write each on a separate line.
- b. Schedule writing a paper into small pieces instead of just “write paper this week”.
- c. Always write down notes to your friends.
- d. Always include things that are due at the beginning of the next week to get a head start.

24. What are three parts of the study cycle?

- 1.) _____
- 2.) _____
- 3.) _____

25. What are 4 parts of an intense study session?

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____

26. When doing your weekend review, what are some things you should do to help you study?
- a. Just skim over the notes.
 - b. Review & quiz yourself on material from notes, text & other material.
 - c. Only read the summary in text.
 - d. Write down things that don't make sense.
 - e. d & b
27. Some things this workshop covered are... Circle all that apply.
- a. How time management is really like Life management.
 - b. That there are many different types of planners-find out the kind you are.
 - c. With weekend review sessions, it will be easier to get a handle on our studies.
 - d. That there are many myths about goal setting.
 - e. Everyone should have some sort of time management tool to get through college & life effectively.

Take online quiz 2 now (slide # 22) then click "get results", print results page & attach to packet.

You have completed the Time Management workshop. Do not complete the online evaluation, simply complete this packet and take it (with the online quizzes attached) to your meeting with Jason Stanton in the Loft.

No credit will be issued for this workshop until you have met with Jason Stanton.