



Plan Your Success

How to Manage Your Time Effectively

Introduction

This workshop is aimed to help you organize and prioritize your time while gaining perspective on how to manage your current activities in the context of your long-term goals.

In this resource, we will cover the following topics:

- o Goal setting
- o Prioritization
- o Task management
- o Scheduling

Make sure to have some scrap paper handy. You may also find the following resources useful when completing this workshop: the [blank monthly calendar](#), the [blank weekly calendar](#), the [to do list](#), and the [priority matrix](#).

What typically interferes with our success?

Take a minute to brainstorm as many ideas as you can.

What typically interferes with our success?

- o Procrastination
- o Lack of a clearly defined goal
- o Lack of focus on an achievable goal
- o Skewed sense of priorities
- o Our own emotions and attitudes

All of these factors can play a big role in keeping us from determining a goal and achieving it. Take note of which ones you may have encountered already.

Success Requires...

- o Purpose
- o Balance
- o Planning
- o Reflection

Keep these four key factors in mind. We will next discuss strategies on how to achieve each of these qualities.

Define Your Purpose

Purpose, or a reason to pursue any goal, is essential to cultivate our motivation. Setting “S.M.A.R.T” goals will help you define your purpose and monitor your progress towards achieving your goals and success.

Setting S.M.A.R.T. Goals

All of your goals should be well defined. Use the following acronym as your guide.

Your goals should be...

- o **Specific.** “I want to do well in school” for example is a very vague goal. In what ways would you like to do well? Academically? In athletics? In a particular major or minor?
- o **Measurable.** You should be able to determine whether or not you have completed a goal. In the previous example, “well” could mean a lot of different things. Define it.
- o **Action-Oriented.** Each goal should allow you to complete some action or task in order to achieve that goal.
- o **Realistic.** Be reasonable. Know yourself and your work. It is good to reach high, however don't set goals that you know you will be unable to reach.
- o **Time-bound.** Every goal you set should have a deadline that you are aiming for. Realize that this deadline is there to give you a guideline of when you should try to complete a goal.

Try to covert the following goals into S.M.A.R.T goals

- o I want to do well in school.
- o I want to be an engineer.
- o I want to be successful in life.

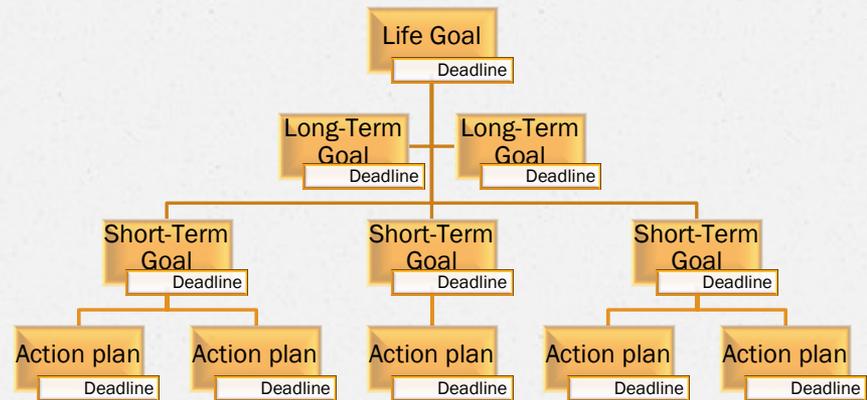
Here are some examples

- ~~o I want to do well in school.~~
 - o I want to graduate Rutgers with at least a 3.5 GPA in four years.
- ~~o I want to be an engineer.~~
 - o I want to graduate Rutgers in the next two years with a degree in mechanical engineering and work in the field of nanorobotics.
- ~~o I want to be successful in life.~~
 - o I want to pursue a career in _____.
 - o I want to write a novel by the age of _____.
 - o I want to travel to 20 different countries by the age of _____.
 - o In the next ten years, I want to learn a new language (specify which).

Know Your Big Picture Activity

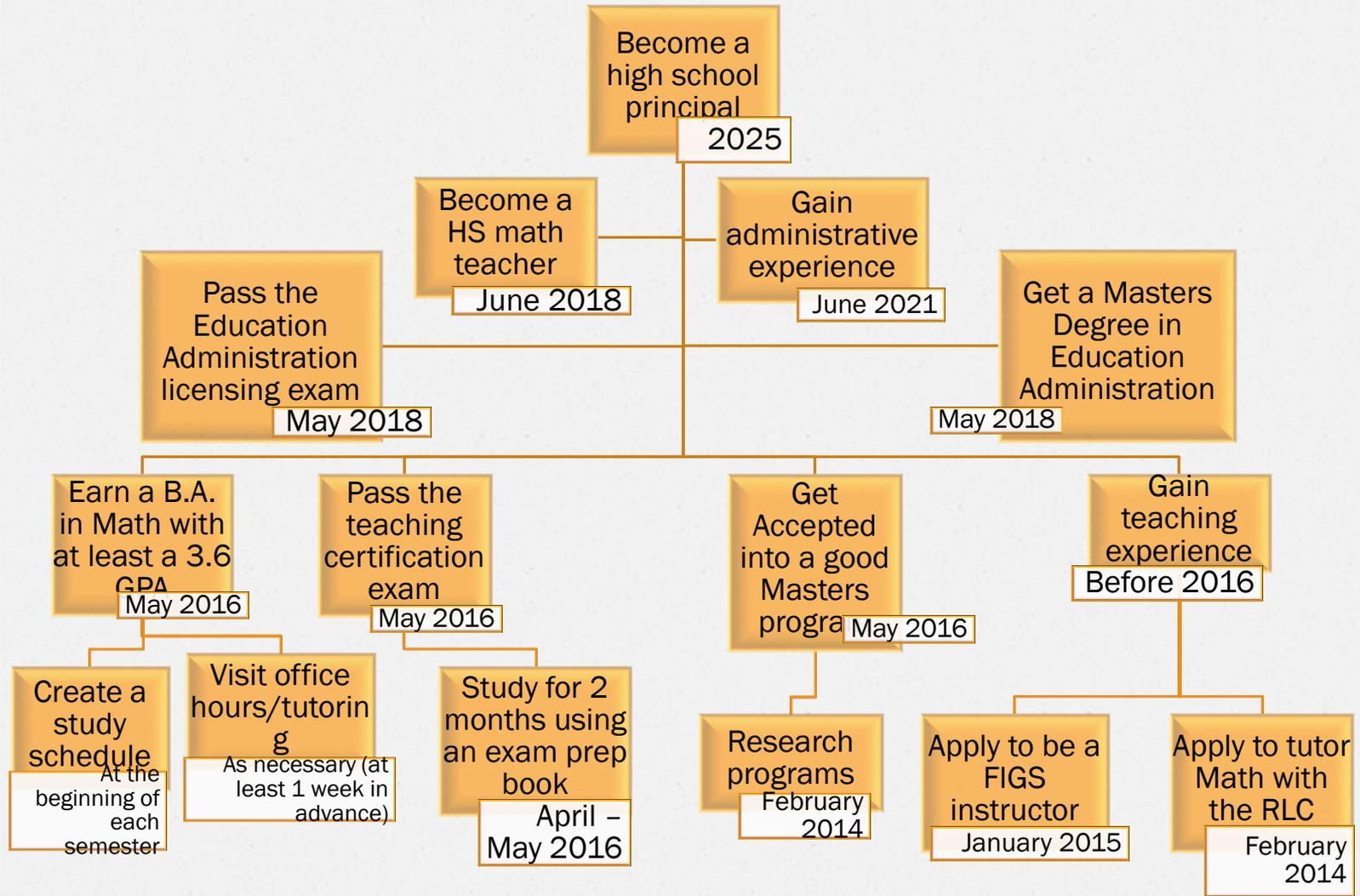
Directions:

Organize your goals. Take some time to brainstorm your **life goals**. Then for each goal, come up with as many **long-term goals** (goals that may take as many as 5, 10, 15 years to accomplish) that are needed to fulfill that life goal. Next, for each long-term goal, list the **short-term goals** that you would need to accomplish first. Then for each short-term goal, come up with an **action plan**—what do you need to do now or in the next week or month to build up to your short-term goal? Remember to make your goals “SMART”.



- o You don't have to stick to the above template exactly. You can list as many or as few goals as are necessary to complete each life goal.
- o Also, realize that you should have more than one life goal. Academics and your career are as important as other elements of your life, like your family/friendships, your hobbies, your spirituality, etc. Develop goals in all aspects of your life to gain balance and perspective

Here's an example to help you get started



Plan to...

- o Do the important things first. Prioritize all the activities that you have to complete.
- o Keep balance in your life. Make time for activities that you enjoy.
- o Create a manageable, stress-free lifestyle.

The Tools You Will Need

- o Priority Matrix
- o To-Do List
- o Weekly Schedule
- o Monthly/Semester Schedule

Balance should be part of your goals

Think back to the last 24 hours of your life and make a list of everything that you did including getting ready, going to classes, studying/doing homework, talking to your family, hanging out with your friends, etc.

Balance should be part of your goals

Now take the activities that you have listed and divide them up into the following priority matrix. You can create the chart yourself on a scrap piece of paper or use the priority matrix resource.

	Important	Not Important
Urgent		
Not Urgent		

Balance should be part of your goals.

- The activities in the “important and urgent” box cause a lot of stress. If you have a lot of tasks listed in this box, you need to start planning ahead to shift these tasks into the “important, NOT urgent box”. Finishing tasks ahead of time reduces anxiety and fear and increases confidence and the quality of work. Plus when “little things” come up and alter your schedule, you have sufficient time to finish all the important tasks.
- The stress relief box should not be empty (or the only filled box). In the midst of all the academic and important tasks you have to finish, make time for activities that you enjoy and will help you balance your life.

	Important	Not Important
Urgent	This is the HIGH STRESS box!	This is the “little things that come up” box.
Not Urgent	This is the “I’ve got this!” box.	This is the stress relief box.

Create To-Do Lists

- o Give yourself deadlines for each task.
- o Keep multiple lists or divide lists into following categories:
 - o Daily tasks
 - o What you have to do on a particular day
 - o Meeting with professor
 - o Interview
 - o Weekly tasks
 - o What you have to do each week
 - o Homework
 - o Prepare for class
 - o Subject/Project tasks
 - o What you have to do to complete a project or accomplish a goal
 - o Steps for completing term paper
 - o Steps for completing grad school applications

Create a Weekly Schedule

- o In addition to to-do lists, you should create a regular weekly schedule at the beginning of each semester that includes what and when you will be studying.
- o Planning a regular study schedule is a key component to help prevent procrastination and keep you from falling behind during the semester.
- o The **google calendar** is a wonderful tool to help you create this type of a schedule. Once you have made a plan for the week, just program the schedule to repeat every week until the last day of classes.

Creating the Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-8:30							
8:30-9							
9 - 9:30							
9:30 - 10							
10 - 10:30							
10:30 - 11							
11 - 11:30							
11:30 - 12							
12 - 12:30							
12:30 - 1							
1 - 1:30							
1:30 - 2							
2 - 2:30							
2:30 - 3							
3 - 3:30							
3:30 - 4							
4 - 4:30							
4:30 - 5							
5 - 5:30							
5:30 - 6							
6 - 6:30							
6:30 - 7							
7 - 7:30							
7:30 - 8							
8 - 8:30							
8:30 - 9							
9-9:30							
9:30-10							

1. First, put in the schedule of all of your regular commitments of the week (classes, internships, work, etc.)
2. Next determine how much time in hours you need to spend reading/preparing for a lecture and studying the material after lecture.
3. Split the approximated time over several days. For example, if you need 5 hours of study time for a class, plan to study 1 hour a day from Sunday to Friday.

Additional Tips for the Weekly Schedule

- o Plan to have your work done at least 2 days in advance of when it's due.
- o Put every weekly task you have on your weekly schedule, even your study plan and times you go to the gym.
- o Plan some gaps and fun things to do so you don't become overwhelmed!

Use the following example schedule as a guide

	<u>Wed 1/8</u>	<u>Thurs 1/9</u>	<u>Fri 1/10</u>	<u>Sat 1/11</u>	<u>Sun 1/12</u>	<u>Mon 1/13</u>	<u>Tues 1/14</u>
8-8:30							
8:30-9					ID & Develop't Review and Prep		
9 - 9:30	Physiology I	Mgmt & Communicat ion	Soils I	Irrigation 1 Studying	Pest Mgmt Prep	ID & Developme nt	Maintenanc e 1
9:30 - 10							
10 - 10:30							
10:30 - 11	Irrigation I	Construction I	Calibration	Break	Break	Pest Mgmt	Mowing & Calibration OR Disease Lab
11 - 11:30				Mgmt & Commnicati on Studying	Calibration Studying		
11:30 - 12							
12 - 12:30							
12:30 - 1	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1 - 1:30	Irrigation 1	Landscape	ID & Development	Lunch	Lunch	Diseases	Mowing & Calibration OR Disease Lab
1:30 - 2				Landscape Studying	Landscape Studying		
2 - 2:30							
2:30 - 3	Break	Workshop	Break	Construction I Studying	Construction I Studying	Break	Break
3 - 3:30							
3:30 - 4			Calibration Studying	Break	Break	ID & Development Studying	ID & Development Studying
4 - 4:30	Physiology I Studying	Dinner		Soils I Studying	Soils I Studying		
4:30 - 5	Break			Break	ID & Development Studying	Mowing & Calibration Prep	Pest Mgmt Studying
5-5:30	Irrigation 1 Studying	Physiology 1 Studying	Construction I Studying	ID & Development Studying	Mowing & Calibration Prep	Pest Mgmt Studying	Pest Mgmt Studying
5:30 - 6							
6 - 6:30		Irrigation 1 Studying			Disease Lab Prep		
6:30 -7	Dinner	Break	Dinner	Dinner	Dinner	Dinner	Dinner
7 - 7:30							
7:30 - 8	M & C Prep	Soils I Prep	Irrigation 1 Studying	Diseases Prep	Maintenance 1 Prep	Disease Studying	Disease Studying
8 - 8:30							
8:30 - 9	Construction 1 Prep*	ID & Development Prep	Mgmt & Communicati on Studying	Maintenance 1 Prep			
9-9:30							
9:30-10	Calibration Prep*						Begin Disease Lab Report

* Only partial prep time noted

Brief Overview of Study Strategies

o To prepare for each lecture:

- o Read all assigned material with the goal of getting an overview.
 - o Use the SQ3R method and create questions that inquire about the larger concepts.
- o Read any notes regarding the lecture in advance, if provided.
- o In your own words, summarize or note the main points and any questions that you would like to ask during class.
- o For problem based courses, begin to do some example problems.

Brief Overview of Study Strategies

o To study for each class:

- o Review class notes and briefly review material previously covered in that course.
- o Memorization Strategies:
 - o Create mnemonic devices. These may be words, analogies, or even stories.
 - o Incorporate multiple senses: make models, draw diagrams, teach/discuss the concepts with other students, watch video demonstrations/explanations
- o Enhance your understanding by building connections:
 - o Create concept maps
 - o Make charts, diagrams, Venn diagrams
 - o Connect ideas learned in the current chapter with those that you may have previously studied in class.
 - o Come up with examples of how the material that you may be studying is related to you or the world.
- o For problem solving courses, learn the concepts as well as the problem solving process. Use the annotated problem solving method to keep track of your reasoning as you work through a process.
- o Create your own exam questions. You could use these questions at a later date to test yourself.
- o If you feel as though you understand a particular concept or problem, ask “what if...?” Test your understanding of the material by increasing the difficulty and depth by introducing hypotheticals.

Exams Require Additional Study Time

- o Create a study plan for each exam.
 - o Break the material into MANAGEABLE chunks. Make up your own chunks based on the structure of the material & your comfort with it.
 - o Plan to spend about 2-2 ½ hours studying on each day. **At least** 5 days should be spent studying for a college exam.
 - o You work on the material in 2 ways: prepare and review. Each day you study, you should review all the material that you have previously studied.

Use the Sample 5-Day Study Plan as a Guide

Tuesday

Prepare 1st chunk 2 hours

Wednesday

Prepare 2nd chunk 2 hours
Review 1st chunk 30 minutes

Thursday

Prepare 3rd chunk 1-1/2 hours
Review 2nd chunk 30 minutes
Review 1st chunk 15 minutes

Friday

Prepare 4th chunk 1 hour
Review 3rd chunk 30 minutes
Review 2nd chunk 15 minutes
Review 1st chunk 10 minutes

Sunday

Review 4th chunk 30 minutes
Review 3rd chunk 20 minutes
Review 2nd chunk 10 minutes
Review 1st chunk 10 minutes
Self-Test 1 hour

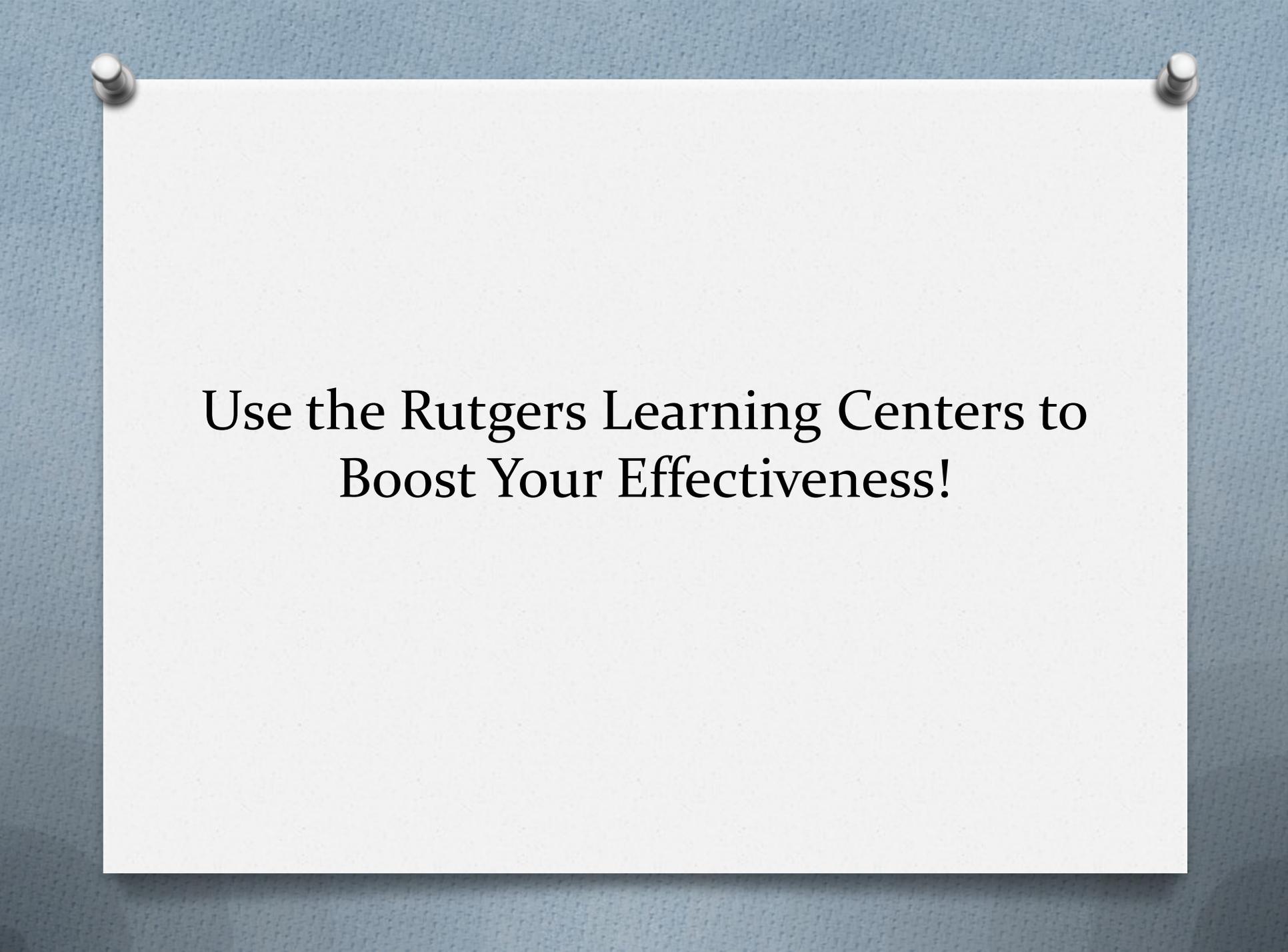
*http://lsc.sas.cornell.edu/Sidebars/Study_Skills_Resources/FiveDayStudyPlan.pdf

Create a Monthly/Semester Schedule that includes your exam schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Lecture 1 Reorganize lecture 1 notes	2 Read for Lecture 2	3 Lecture 2 Reorganize lecture 2 notes	4 Review Lecture 1	5 Review Lecture 2	6 Read for Lecture 3	7
8 Lecture 3 Reorganize lecture 3 notes	9 Read for lecture 4	10 Lecture 4 Reorganize Lecture 4 notes	11 Review Lecture 3	12 Review Lecture 4	13 Read for Lecture 5	14
15 Lecture 5 Reorganize lecture 5 notes	16 Read for Lecture 6	17 Lecture 6 Reorganize lecture 6 notes	18 Review Lecture 5	19 Review Lecture 6	20 Read for Lecture 7	21
22 Lecture 7 Reorganize lecture 7 notes	23 Read for Lecture 8	24 Lecture 8 Reorganize lecture 8 notes	25 Review Lecture 7	26 Review Lecture 8	27 Read for Lecture 9	28
29 Lecture 9 Reorganize lecture 9 notes Prepare Lec. 1-2	30 Read for Lecture 10 Prepare Lec. 3-4 Review Lec. 1-2	31 Lecture 10 Reorganize lecture 10 notes	1 Review Lecture 9 Prepare Lec. 7-8 Review Lec. 5-6 Lec. 3-4 Lec. 1-2	2 Review Lecture 10 Prepare Lec. 9-10 Review Lec. 7-8 Lec. 5-6 Lec. 3-4 Lec. 1-2	3 Self-test Final review	4 <u>EXAM</u>

Always Reflect on your progress

- o Past success is the best motivation for future success.
- o Keep track of your goals.
 - o Keep a journal
 - o Refer to your goals sheets regularly (every day, once a week, once a month – whatever works for you)
 - o Write down your successes – even the small ones!



Use the Rutgers Learning Centers to
Boost Your Effectiveness!

How Can the RLCs Help You to Succeed?

- **Tutoring** – A cooperative group setting, facilitated by a peer tutor; provided on a walk-in basis at each of our four centers.
- **Academic Coaching** – open to all students seeking to improve skills like self-management, reading, test-preparation strategies, public speaking and memory
- **Academic Success Workshops** – offered to any group on campus that requests them. We can design workshops to meet your specific needs or we have a list that is already prepared (see flyer).
- **Writing Assistance** - free writing assistance to graduate and undergraduate students, except for those enrolled in Writing Program courses such as Basic Composition and Expository Writing
- **Study Groups** – We coordinate study groups upon the request of course instructors; study group leaders are trained to facilitate cooperative learning and critical thinking.