



TIME MANAGEMENT STRATEGIES

***“Don't Put This Workshop Off Until
Tomorrow”***

ACADEMIC SUCCESS WORKSHOP

USE THE LARC – WE ARE HERE FOR YOU!

Academic Success Workshops

**** Currently Available in an Online Format**

- **Digital Learning Success**
- Note Taking
- Reduce Test Anxiety
- **Time Management**
- **Self-Care**
- **Finals Preparation**
- Goal Setting
- Maximizing Tutoring and Professor Office Hours
- Active Textbook Reading

Virtual services we offer:

- Academic Support (contact your advisor or email StudentSuccess@wcupa.edu)
- Online Tutoring (via Zoom or SMARThinking)
- Success Coaching (Via myWCOOnline or Zoom)

Please refer to

<https://www.wcupa.edu/healthNotices/studentFAQs.aspx>



WORKSHOP GOALS

Students will be able to:

1. Effectively manage their time and prioritize their responsibilities daily.
2. Avoid and/or combat procrastination by planning accordingly.
3. Create and organize a comprehensive work/home weekly schedule.

PREVIEW

1. Where is our “free time” going
2. Priorities and Procrastination
3. Organizing Your Schedule



“FREE TIME”



It is important that we assess how we are using our time!

Where does your “free time” go?

Examples?

PERSONAL TIME SELF-EVALUATION



Ask yourself, how do you use your time? How much time is it cutting?

And

Identify time wasters.

Name some time wasters

Never forget to schedule personal time. Use it wisely, and take care of yourself.

PRIORITIES AND PROCRASTINATION

1. What are a few of your daily priorities?
2. Do they usually come first?

Main priorities: Eat, sleep, hygiene, school-work



PROCRASTINATION

Common causes of procrastination

- Lack of motivation
- Perfectionism
- Testing anxiety
- Inability to handle the task
- Difficulty getting started
- Confused

**Your tasks will still be
there... regardless of when
you start**

COMBAT PROCRASTINATION

Avoid procrastination by planning accordingly

- Complete your work in stages
 - Distribute stages within a given time frame
 - Monitor your progress (crossing items off a to-do list)
- Make honest and reasonable decisions about your work
- Reduce distractions (go somewhere quite in your house)
- Keep your priorities first
- Take short breaks

REDUCING DISTRACTIONS

- Find a good place to study where you're not easily distracted
- Don't put temptation in your path (Turn off your phone, no social media!)
- Music or no music?
- Facetime a friend or classmate for help

**What's the best way
for you to study?**

INCREASING MOTIVATION

- Feel good about your accomplishments
- Tell someone else your study goals or teach someone about what you're studying
- Form a study group via Zoom
- Get enough sleep
- Find a way to reduce stress
- Email your teachers and counselors about your challenges and questions

HOW DO YOU ORGANIZE YOUR SCHEDULE?

What to schedule

Do you add...

- Main Necessities/Priorities
- Syllabi and important dates
- Club/Org. meetings

Anything else?

How to Schedule

Do you use...

- Calendar
- Journal
- iPhone/Google Calendar

Anything else?

WHEN SCHEDULING...

“It’s in my head” will not work in college

- First put in necessities: class, work, meals, study time etc.
- Next block personal time
- Last put in other activities/obligations
- You’ll appreciate the structure and hopefully procrastinate less



DISTRIBUTED STUDY

- Daily Review (15-20 minutes)
- Weekly Reviews (45 minutes to 1 hour)
- Major Reviews (1-2 hours, ____ days in a row before exams)
- 3 to 1 Rule
- Tutoring/ SMARTthinking

**Keep trying new
things until you find
what works for YOU!**



WHAT IF I DON'T HAVE ENOUGH TIME?

- Learn to say NO
- Learn to prioritize
- Use a “to do” list
- Read ahead when you can
- Set goals
- Be aware of your most productive times of day
- SLEEP!

KNOW YOUR PROFESSORS

- Always keep syllabi handy
- Schedule a Zoom meeting with your professors and email them with questions
- Know their expectations, especially on grading and late assignments
- Don't be afraid to ask questions!

MORE GENERAL TIPS

- Allow for flexibility
- Keep trying new things until you find what works
- Keep your work with you - you never know when you'll have time to review it
- **Take care of yourself- Self-Care is NOT selfish!**

HELPFUL RESOURCES

- SmarThinking: Online tutors, review, paper submissions
- Tutoring: Come Prepared!
- Your professors and classmates
- Apps and review sites: what do you use?
- Online textbook resources
- Notes from class
- The Writing Center: Make an appointment online:
http://www.wcupa.edu/_academics/writingcenter/
- Purdue OWL (Online Writing Lab) (MLA, APA formats and other writing tools)
<https://owl.english.purdue.edu/>

Any other ideas?

CAMPUS RESOURCES

Due to CAMPUS CLOSING, please VISIT the WCU website for current available resources:

- <https://www.wcupa.edu/healthNotices/studentFAQs.aspx>



https://wcupa.col.qualtrics.com/jfe/form/SV_brQsR39x0efxvYV

REACH OUT TO US
WITH YOUR
QUESTIONS:

SUCCESSCOACHING@
WCUPA.EDU

Give us your Feedback so we
can improve!

Don't forget to take our survey.

Thanks! 😊

IF YOU HAVE FURTHER QUESTIONS
OR WANT TO MEET WITH A SUCCESS
COACH TO PLAN YOUR SUCCESS...

- Use this QR code to access WC Online
 - Register for an account if you don't have one already.
 - Sign up for a meeting with a success coach.
- With further questions, please email successcoaching@wcupa.edu
- <https://www.wcupa.edu/universityCollege/achieve/>

