

# **Organizing Your Time Effectively**

Academic Learning Centre

201 Tier

480-1481



# First: The Term Schedule

- Life events
  - Birthdays, weddings, parties, etc.
- School events
  - Papers, tests, exams
- Other
  - Work, trips, volunteering



# INTRODUCTION TO UNIVERSITY ARTS 1110W SECTION FOR INTERNATIONAL STUDENTS (L07) THE UNIVERSITY OF MANITOBA: FALL, 2006

Instructor: **Tim Podolsky**  
Tim\_Podolsky@UManitoba.ca  
**474-6806**  
**403 Education**

Course Web Address: [www.umanitoba.ca/webct](http://www.umanitoba.ca/webct)  
(see reverse for login information)

Class Time: Tues and Thurs, 10:00 to 11:15 am. (Slot 5)  
Classroom: **129 St. John's College**  
Writing Workshop: Mon. or Wed, 3:30 to 4:20 pm. (Slot 12)  
Workshop: **125 St. John's College**  
Office Hours: 8:30-11:30 am. Wednesdays  
(or by appointment)

## Calendar Description

A seminar course designed to help students make the transition from high school to university by imparting the knowledge, skills, and attitudes requisite for success in university study.

## Course Objectives

1. To assist first-year students in making the transition to the Canadian university community, and specifically to The University of Manitoba.
2. To provide an orientation of the nature, the functions, and the resources of the University.
3. To provide training in study and learning skills needed for success in university studies.
4. To help develop attitudes and habits needed to succeed in a university setting.
5. To provide a foundation for life-long learning and career success.
6. To help students define goals more clearly and give them tools that can help them achieve their goals.

## Required texts

- McWhorter, K.T. (2006). **Study and Critical Thinking Skills in College** (6<sup>th</sup> ed.). Toronto, Ontario: Pearson Longman.
- Lester, J. D., & Lester, Jr., J. D. (2002). **The essential guide to writing research papers** (2nd ed.). New York, NY: Longman.

## Required journal reading

- Wang, Y., Martin, M., & Martin, S.H. (2002). Understanding Asian Graduate Students' English Literacy Problems. **College Teaching**, 50(3), 97-101.
- Grey, M. (2002). Drawing with Difference: challenges faced by international students in an undergraduate business degree. **Teaching in Higher Education**, 7(2), 153-166.

## Written Assignments

This course fulfils a writing requirement (W), and thus, most assignments will focus on writing. Students are required to complete ALL assignments. In order to assist students with their writing, this course includes a fourth hour per week for an academic writing workshop. This hour will focus on the writing needs of current students.

## Exams

The mid-term test will include short answer and long answer questions. The final exam will include short definition questions, applied questions, and a critical thinking essay. Test items will be based on lectures, texts, and class discussions. The date of the final exam is determined by the Student Records Office. Do not make any travel arrangements for this time period until this date is finalized.

## Late Assignments

Late assignments will not be accepted unless (a) approval is obtained 24 hours in advance of the deadline, or (b) last-minute sickness or an emergency prevented completion, in which case a doctor's note is required. If you think that you may not be able to complete work on time, please see me as early as possible. Further information concerning assignments may be found on the back of this page.

## Academic Integrity

You are encouraged to refer to Section 7.1, page 27 and Section 4.2.8, page 26 of the 2005-2006 General Calendar of The University of Manitoba for policies on plagiarism, cheating, and exam personations.

## Value of Assignments

Journal summary and critique (2 copies)*	15
Mid-term Test *	10
Oral Presentation *	10
Research Paper (2 copies)	20
Writing Workshop	10
Library Assignment	5

2.0	C	60-65	Adequate
1.0	D	50-59	Marginal
0	F	< 50	Failure

### Final Grade

Senate Policy #1307 requires a “post-examination of final grades in multi-sectioned courses that will ensure an equitable correspondence between grades and level of performance in all sections”. Accordingly, the final grade distribution for this course may be raised or lowered to achieve such equity and, therefore, your final grade may change.

### Details of Assignments

**Mid-term Test:** This in class test will take place on **October 24, 2006**. The test will consist of defining key terms from the text and lectures and of short and long answer explanations of topics discussed in the text and in class.

**Journal Summary and Critique:** You will be expected to summarize an article. You may choose between “**Understanding Asian Graduate Students’ English Literacy Problems**” and “**Drawing with Difference: challenges faced by international students in and undergraduate business degree**”. After having read one the articles, you will summarize it and analyze its contents. Your 1000 word summary and critique should be handed in on **October 19<sup>th</sup>**.

**Oral Presentation:** You are required to give a 10-15 minute presentation on an academic journal article relevant to your research paper topic. Your presentation should summarize the article, critique the article, and then conclude with a discussion of the value (or lack of value) of the research. The presentations will be given from **October 26<sup>th</sup> to November 9<sup>th</sup>** (5 per class).

**Research Paper:** You are required to write a 2500 word paper on one of the following topics: (1) the goal of a university education, (2) plagiarism and intellectual property rights at the university, (3) equity and accessibility at universities, (4) student health issues on campus, or (5) academic study strategies. These are very broad topics and it is your responsibility to narrow down the topic that you choose. In order to complete your paper on time, most of your reading should be done by the end of September. A one-page outline of the paper including a clear thesis statement must be handed in on **October 10<sup>th</sup>, 2006**. A rough draft of the paper must be

are to be done on-line through your WebCT course. Please see me before September 25<sup>th</sup>, if you are unable to access the course.

WebCT Journal #1	2
Research Paper – Thesis and Outline	4
WebCT Journal #2	2
Research Paper – Rough Draft	2

**Final Exam:** The Student Records office schedules the final exam for **December 8-21, 2006**. The exact day will be announced in November. Do not make any travel arrangements until this date has been finalized. Because this is a seminar class, it is important for you to attend all classes in order to do well on the exam.

### WebCT:

This course outline and other information about your section of 99.111 can be found in WebCT. In addition to some course materials, your marks will also be posted to your WebCT account. As well, some assignments will be run through WebCT, in particular the journal assignments. To access your account, you must first claim your id at: (<https://pasweb.cc.umanitoba.ca/webapp/gu/claimid/>). Once you have done so, you may access the course at [www.umanitoba.ca/webct](http://www.umanitoba.ca/webct). Your login will be the same as your ccu account user id. You will also receive a password, once you claim your id.

ex: [podolsk0@cc.umanitoba.ca](mailto:podolsk0@cc.umanitoba.ca) (ccu account)

ex: podolsk0 (WebCT userid)

ex: r3g7k6 (password)

Once again, you can access your WebCT courses at [www.umanitoba.ca/webct](http://www.umanitoba.ca/webct), but you must claim your ccu account before being able to do so.



Search My Calendars Show Search Options

Create Event

Quick Add

« May 2009 »

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13

▼ My calendars

- tim\_podolsky@umanitoba.ca
- LAC Boardroom

Settings Create

▼ Other calendars

Add a friend's calendar

- block@cc.umanitoba.ca
- Miriam Unruh
- portera@cc.umanitoba.ca
- Weather

Settings Add

Today May 2009 Refresh Print Day Week Month 5 Days Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 Study	28 Study	29 exam Wed	30	May 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Victoria Day	19	20	21	22	23
24	25	26	27	28	29	30
31	Jun 1	2	3	4	5	6

# Second: The Weekly Schedule

- Put in all the required activities
  - Job Time
  - Class time
  - Study time
  - Assignments/projects (that are due)
  - Travel time
  - Children
  - Other



# Class Schedule

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<http://www.vertex42.com/ExcelTemplates/class-schedule-template.html>

[ Your Name ] \_\_\_\_\_  
Name

[ FALL 2009 ] \_\_\_\_\_  
Semester

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>5</b> am :30							
<b>6</b> am :30							
<b>7</b> am :30							
<b>8</b> am :30		CLASS		CLASS		CLASS	
<b>9</b> am :30		CLASS		CLASS		CLASS	WORK
<b>10</b> am :30			CLASS		CLASS		WORK
<b>11</b> am :30				LUNCH			WORK
<b>12</b> PM :30	WORK			STUDY			WORK
<b>1</b> PM :30	WORK						WORK
<b>2</b> PM :30	WORK						WORK
<b>3</b> PM :30	WORK	DOCTOR					WORK
<b>4</b> PM :30	WORK		GYM	GYM			WORK
<b>5</b> PM :30	WORK						
<b>6</b> PM :30	WORK				WORK	WORK	
<b>7</b> PM :30	WORK			STUDY	WORK	WORK	
<b>8</b> PM :30					WORK	WORK	
<b>9</b> PM :30					WORK	WORK	
<b>10</b> PM :30					WORK	WORK	
<b>11</b> PM :30							

# Distributed Practice

- Space studying time over several short time periods
- Schedule regular breaks to maintain peak efficiency





# Time Evaluation Strategy

- **168 hour in a week**
  - How many hours do you sleep?
  - How much time traveling?
  - Job?
  - Kids?
  - Class time?
  - Other obligations?
- How much time do you have left for studying?



# Time Management

Learning Assistance Centre  
201 Tier, University of Manitoba  
(204) 480-1481  
<http://umanitoba.ca/u/lac/>



## 168 Hour Week

Do you find yourself wishing that there were more hours in a day? How often do you look at another looming deadline and think that you're a bad time manager? Maybe you're not as bad a time manager as you think. It could be that you just don't have an accurate sense of how much time you actually spend on other tasks. We often forget that sleeping, eating, bathing, jobs, doing laundry or simply visiting with friends take up a lot of time. Getting an accurate sense of how much time you spend on those activities makes goal setting, making a to-do list, and creating a useful (and do-able) schedule easier.

Estimate the number of hours a day you spend on each task and then multiply by the number of days per week that you do that task. If you have consistent hours of work or classes, you can simply enter those times in the Total column (i.e., if you work 25 hours a week then put 25 in the total column).

Tasks	Hours per Day	X Days per Week	Total
Sleeping			
Personal care (showering and grooming)			
Eating (preparation and clean-up)			
Travel time (work, campus, other)			
Work			
Other commitments (volunteering, church)			
Exercise & sports			
Leisure and social time			
Classes (3 hours per every credit + lab time) For example, 5 courses (5 x 3 = 15) plus 2 labs (2 x 3 = 6) would equal 21 hours per week spent in class			
Errands/cleaning/laundry			

**Add up the Total column to calculate the weekly Hours Spent on Tasks** \_\_\_\_\_

Hours in a Week	Minus	Hours Spent on Tasks	Equals	Time Remaining
168	—		=	

If you don't have much time left, then you might need to look at reducing the courses you are taking, the number of hours you are working, and/or other commitments (friends, sports, volunteering), because you have not even begun studying or preparing assignments yet!

If you have a lot of time left, then your challenge is to use that time wisely. Interestingly, it is easier to waste time when you think you have extra time. Realistically, if you are a full-time student, you should be spending at least 40 hours a week on school which means you should be studying at least 20 hours in addition to going to classes and labs.

# PRIORITIES

**Something that is given prior or special attention or considered more important (Barber, 2001).**





To DO:

## Daily to-do lists

- What do you have to do tomorrow?
- Set your priorities – “first things first”
- Break down large assignments
- Add additional life tasks (see doctor, mail letter, pay bill etc.)
- Make sure you check and re-evaluate your list every day

# Covey's to-do-list

Important

1

2

Not Important

3

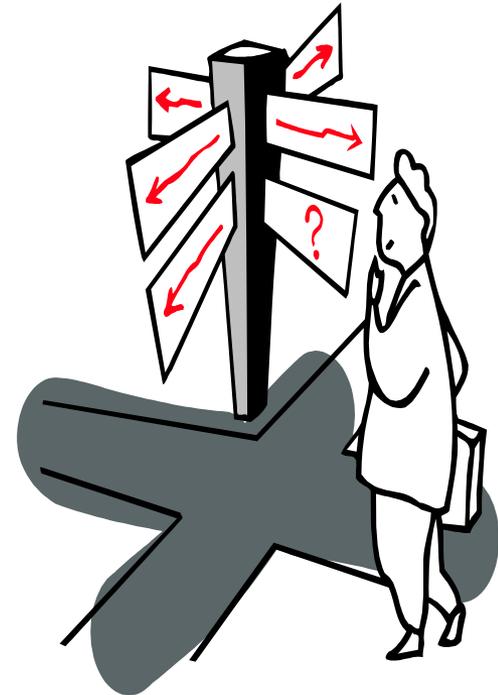
4

Urgent

Not Urgent

# Procrastination

- Perfectionist
- Postponer
- Politician



© Walker, L. J. S. & Schönwetter, D. J. (2003). *Success Secrets of University Students*. Toronto: Prentice Hall.

# How to Stop

- Know yourself
- Take control of your time
  - Follow “to do” lists
  - Create a schedule
  - Reward yourself for meeting your goals
  - Learn to say “no”
- Find a place to study without distractions that works for you
- Break large assignments into manageable tasks

# Time Wasters

- television
- worrying
- long commutes
- day-dreaming
- partying
- Internet
- socializing



# References

- Covey, S. R., Merrill, R. A. & Merrill, R. R. (1994). *First Things First: To Live, To Love, To Learn, To Leave a Legacy*. New York, NY: Fireside.
- Fry, Ron (2000). *How to Get Organized (2<sup>nd</sup> Ed.)*. Franklin Lakes, NJ: Career Press.
- Longman, D. G. & Atkinson, R. H. (1993). *College Learning and Study Skills (3<sup>rd</sup> ed.)*. St Paul, MN: West Paul Publishing.
- Pausch, R. (2007, November). *Time-Management Lecture*. Retrieved March 23, 2009, from <http://video.google.com/videoplay?docid=-5784740380335567758>
- Walker, L. J. S. & Schönwetter, D. J. (2003). *Success Secrets of University Students*. Toronto: Prentice Hall.