

Hi, my name is Tina Livingston, and I'm from the UCA counseling center. Today's presentation is over time management and study skills. So when I first started putting this presentation together, I thought, well, how does time management and study skills relate to one another? And I actually came to the conclusion that if you manage your time, that will give you more energy, which will help you take notes and stay focused way better than you will in the past, which will lead to better studying. So part of my presentation is going to be about how do you use your time management. And how does that translate over into good study skills? And how do you cross that bridge? So this presentation is divided into two parts. The first part being, when we're going to be talking about what do you need to do outside of the classroom? And in the second part is what do you need to be doing inside the classroom to kind of manage your time? So it's really important to know that if you take the time to manage everything outside of your class time, it'll help things flow and be easier during your class time or going towards that class time. You'll see what I mean in just a minute. So the first thing that you'll need to do is get organized. And this section has a lot to do with getting more so, things organize. The first thing I'm going to let you know is you're going to need to start to get a routine. Having a routine is key to organizing and managing your time. If you have a routine, it's going to be something that you're doing every day. That's. Once you start getting it, it's gonna be kinda like you're on autopilot. As is shown here on the screen. There's they're getting up in the morning and taking a shower, brushing their teeth, picking up their clothes, getting ready for the Day eating breakfast, going about work or school, doing some studying, and then at the end of the day, getting something to eat and going to bed. And that's just a basic routine. You're gonna be able to build your own. And again, like I said, once you have this routine going, It's gonna make things so much easier and flow so much better that when you get to the things that you need to do for school, it's going to be on automatic. Alright, so some of the things that I'm gonna share with you next are a part of your routine. So let's get ready. The next thing you need to do is pick out your clothes the night before. Now, I know there's a lot of you guys that are doing classes on zoom, or doing classes online. And you're wondering, why would I need to pick out my clothes the night before if I'm going to be on zoom or I'm going to be doing classes online. And it's not really going to matter. Well I beg to differ. I think it does matter. Like picking out your clothes and figuring out what you're going to wear for school or work that day is going to help you in the sense that you're not going to waste time trying to figure it out the morning before. And also it's going to make you feel better about yourself. You're going to feel a sense of being ready for the day. So pick out your clothes the night before. Don't waste valuable time. Just staring in the closet or waste the time that you could use, that you would be feeling a lot better about yourself if you were dressed and ready for the day. The next one is pretty simple. Set an alarm. Set an alarm for the same time to wake up every day. Again, it goes back to your routine. If you set an alarm to get up at 6:45 every day. At first, if you're not a morning person, it may not be the funnest time to get up, but once you set that routine it will come easier. It will become a part of your day. I'll even dare say that you will start naturally waking up at whatever time it is that you have your alarm set for. As long as you're keeping it in your routine and doing it every day at the same time. All right. The next thing is get a planner. I know there are some people that have planners that "oh Miss Livingston I have a planner, I have a planner." But do you use it? It's going to be important that you get a planner and that you use it. You have to commit to using it. Even if I have here, it's a commit to a trial period. Whether it's you're going to commit to do four week or you're going to commit to do for two weeks. Don't expect that you're going to be perfect at using your player at first. Because if you haven't used one before or if you haven't used in awhile, you'll be out of the habit. But again, if you build that into your routine, it's going to be easier and easier. Also, find somebody who's going to keep you

accountable and asks you that question. Did you write it in your planner or did you write that down in your planner or what does your planner have to say for today? The next thing is having a launchpad. And again, I know that some of you guys are a home and you're doing zoom classrooms or you're doing online assignments. Why do I need a launchpad? Well, the one thing is you want to have all of your things for school in one place. You don't wanna have to try to hunt and try to find and look for things. And if you have it all in one space, it's going to help you not lose precious time looking for things. Another thing about having a launchpad is let's say that you have to go to the library to study. All you have to do at that point, if you have the launchpad, grab up your books, grab up your pencil and head out the door. Or grab up your backpack and head out the door. And you don't have to figure out, well, where is this book and where is this book and where is this notebook? You'll have it all in one spot. So these are just things that you can do to get organized outside of the classroom. And again, if you have a routine, you're picking out clothes the night before and staying alarm, having a planner, and having a launchpad. And you're doing these things everyday, making sure that you're checking your planner. Ok, this is what's due today and this is what I have due tomorrow. And this is when test is oh and I got up at the same time, I'm up at 6:45. I'm dressed and ready to go, or I'm dressed ready to sit down at my computer. And having that planner with all that information in it of what needs to happen next. If you have all these things in place, it's going to help you in the next part of our presentation, which is kinda organizing your life because these are organizing your things. But the next part is for organizing your life. Alright? So on the screen here, we're going to be talking about what's called the weighing point. Now, if you have a planner oh, excuse me. Sorry about that. If you have a planner, the thing that you want to do is you want to write it down. You want to write things down. And as you can see here, I have a to-do list. So we're actually going to do a part of this WADE formula together. So the next part of the wave formula is the A in WADE, which means to add it up. So for example, you might need to read chapter two, it's about 14 pages. Now, I'm going to be honest, I am a slow reader. So I can sit here and tell you that it's going to take me, take me 30 minutes to finish this chapter. But I know myself. I know it's going to take me I'm going to give myself an hour and 30 minutes because I'm going to read so I process a little bit slower. So I'm just gonna make sure I have some a good amount of time to do the things that I need to do. But one of the things that you notice on our to-do lists here is I have the task, which is to read chapter two, and then I have a time beside it. The next thing on my list is I need to email my professor. Again, I have a time beside it, that's going to take me five minutes or less. Maybe I'm interested in calling my friend Kate. I know Kate likes to talk so it's probably going to take us an hour and then maybe at some point during the day, I know I need to take my dog out. And that may take ten minutes or less. So I'll call Kate talk to her for an hour. We're good to go there. Study for a test, that might take me two hours. I just remembered I have a Dentist appointment. That'll take me about 45 minutes driving there and getting back and doing the appointment. So I have all my times set up here. This is what the A in add it up stands for. You're going to look at your list and you're going to up the times, and add up what that time is, how much time you're going to be spending. All right? And then also I put on here workout for 30 minutes because everybody wants to be healthy. So the next part of the WADE formula is the D, which means to Decide. When you have your list of all the things that you need to do in your planner. You need decide What needs to be done? Do you need to be able to do all of it? Or some of it? The E in the WADE formula stands for Execute your plan. But how? I'm glad you asked. So this is where the Eisenhower matrix enters the picture. So Dwight D Eisenhower was president of the United States. Before becoming president, he served as a general for the United States Army. As the allied forces Supreme Commander during World War Two, He had to make really tough decisions. And he had to

figure out what he needed to focus on each day. And this led him to invent this matrix. So basically, what I have here, are four different quadrants. The first quadrant is listed as critical. The second important, the third nice but not necessary, and the fourth not important. And the fourth one "not important" is a real category. You'll see what I mean. So let's just think about a typical day of things that I might have to get done. I'm thinking back about my list that I just had before. So if I have a test coming up soon, studying for my test is going to be critical. That's where I'm going to put it. I'm gonna put in the quadrant that says critical. The next thing, those 30 minutes to workout. I don't think they're necessarily critical, but to me it's pretty important. So I'm going to put it under important. Hanging out with my friends. I think. I mean, it's nice, but it's not necessary like I can hang out with my friends some other time. But it would be nice if I got a chance to do that, but if I can't, it's still okay. And then under not important, I'm going to put laundry because I'll be the first one to say, I hate doing laundry, and so for me, laundry is not important. But something I want to show you about this Eisenhower matrix is, let's say, you know, today's Friday. So maybe laundries not important today. But maybe about Tuesday. Laundry becomes nice, but not necessary like I'm doing okay. But it'd be nice if I did my laundry, but it's not necessary. Maybe about Thursday of next week, it becomes pretty important. Like, I really need to focus on that so now I think I'm gonna put that an important quadrant. But by next Friday for sure, it becomes critical because at that point I'm probably out of clothes. But I just wanted to show you how even if you put something in a, in a different quadrant, it can move around. It can start as not important and work its way to critical. Or like let's say that you need to read a chapter. It might be important, and it's due a week from now. But maybe next week that it's due, it becomes critical. So using this our matrix to kinda figure out how you're going to prioritize things is definitely going to be a way for you to a way to translate things from your planner and show you what's important and what you need prioritize. So now that you've got your planer together and you know what you need to do and you place it whether it's important, not important, nice but not necessary, or critical. Let's move onto the in-class organization that you may need. Alright. That starts with note-taking. Now whether you have a class and you're doing your class on zoom, or whether you're just doing a regular online class, or if you're doing class in person, you need to know how you're going to take notes and how to organize your notes. So the first type of note-taking is the Outline method. It's pretty much self-explanatory. You write your notes in outline form. You have your major point followed by a couple of details and then some, sub details. And then if your professor writes something on the board or says something like, Hey, you need make note of this. You write your major point down on Number two, you write a couple details about it, and sub details. This is the outline method of note-taking. And for those of you who take notes on the computer. There's a program called Evernote. And Evernote will actually do the outline for you. I think that's pretty clever because it kind of helps you if you're not good at organizing your notes or quite know how to do that. It's something that will help you get that done. And you don't even have to put a lot of thought into it. The second type of note-taking is called the Cornell Method. Basically divide your paper into three parts, that you can see here. The smaller left hand side contains keywords or phrases. And the larger right-hand side contains your detailed notes. And then the bottom section is for your summary. This method helps you organize your notes, saves you time, and it's especially useful for reviewing and studying for tests. So if you do this form of note-taking, when you're getting ready to study for a tess. You don't have to go back through all of your notes trying to figure out well where was that at, where was that at, I can't remember. Because if you have a summary or the queues on the side, you can just take a glance at it and be like, oh, that's where we talked about this. I need to make sure that that study this section of notes. But if the Cornell method is not for you or the outline note-taking is

not for you. Some people are really creative and they do the mind map method. I actually have a colleague. Her name is Reesa Ramsahai She does this type of note-taking. If you see her in one of our meetings, she's usually taking notes and she has some sort of drawing or some sort of character caricature on her paper. But it's helping her remember all the things that we've talked about in our meeting. So as you can see from the slide here, whether it's super detailed and color coordinated or it's super simple and it's just, you know, little highlights of boxes and arrows pointing to what's important or having a main idea and a 1, 2, and a 3 or main topic and branching out from there. Even that, if, if it's that simplistic, it's still good, if it's going to help you remember what you were doing in your class and what was said. Then do that. So if you're not artistic or do you think this is, you know, this is overwhelming and too much for you. Then maybe the next form of note-taking, which is one of the simplest forms. A lot of times professors will have their slides on Blackboard or they'll have their slides. And you can have them email to you, print them out, print them out, and take. Notes on the slides. So now that you kind of have like, what is a good way for you to do your notes, to organize your notes. Here are some practical tips. And this is whether you're in class or whether you're doing zoom or whatever type of classroom setting you're in. The first practical tip is, have a groupme. Have a groupme. Where you, you've added classmates. Cause there's going to come a time that you're, you might miss a class and you might need to get notes, or you might have questions. And you don't want to be in a situation where you're panicking because you don't know anybody in your class. So the first thing I'm going to tell you to do is get a groupme and add people in your class to that group. The second thing is know your resources. Know where the tutoring center is. Know where the writing lab is know about your online resources. Know when you're professors office hours are. Know what your resources are. Not only online, but like on campus as well. The third thing is have a dedicated space. Again, this kinda goes all the way back to our beginning slide that talks about a routine. If you have a routine of getting up and getting ready and have that launchpad, have that launchpad and have a space for you to do your work. It's easy for you to shift into this, this mode of okay, when I sit down to this desk, it's time for me to do work. Or if you feel like, you know, being at home or being in your room, it's a lot of distraction. Maybe you're dedicated space is the library, whatever that dedicated space is, make sure that you have a place where you can sit down and do your work. And then the fourth one is say no to distractions. For me, it would be really hard to do my work at home because my bed is a distraction. Netflix is a distraction. My phone is a distraction. Study buddies that don't study are a distraction. So just make sure that you're saying no to distractions. If you're a type of person that like you can get to the desk, and you can sit and you can study, then do that. Make sure you're turning off your phone. Or if it's really going to be a distraction for you, maybe you should let your roommate, Hey, keep this in the, in the common area and if it rings or something, let me know. But I just need to stay absolutely stay focused and get things done. So saying no to distraction in the fourth tip. Alright, so Do's and Don'ts for studying. The first one, do set aside some time to study. That's, I mean, pretty straightforward. Like if you know that you have a test coming up or you have a quiz over the readings. Set a time, set aside some time to study. Again, go back to your planner, look at your planner and see what you have going on that day. Or maybe looks, look through that week and see, okay, what what days do I need to study? Okay. I can study on Tuesday. Maybe I could study for an hour on Tuesday. Or can study for 30 minutes on Wednesday, or I can study for two hours on Thursday. But yeah, Friday, I'm just not going to do anything. I'm going to chill, I'm not going I'm not going to study for any time on Friday. But I'll make sure to study for an hour on Sunday. However you do that, look at your calendar, look at your planner, set that time aside to study. Another Do and Don't, do review your notes before class. This is to refresh your memory. Before

you sit down to your Zoom class. Meaning, look over your notes, refresh what you, what you learned last week. Look at your notes from last week, see if there's any questions that you might have. See if there's anything that you didn't understand that you might need to ask about before class. The next one, Don't procrastinate. Now I'm going to be talking more about that one a little later, a little later in the semester. But don't procrastinate and don't waste time. Just, "oh I'll put it off and I'll do it later and I'll do later." No! Don't procrastinate, do right away, whatever that is, whether it's looking over your notes, setting aside time to study writing things down in your planner, don't procrastinate. The next one is do seek out help when you need it. And that could be from classmates from your professor, from the tutoring center, from a writing lab wherever do seek out help when you need it. From all of those resources that we kinda talked about before. The next one, do review new notes after class to help us think and then see if you have any questions or understand all of the concepts. All this reviewing before and after class is to kind of help you figure out what it is you understand and the things that you don't and what things you need to perhaps talk to your professor about. And then lastly, don't compare yourself to others. Do YOUR best. A lot of times people are wanting to make all A's and that's great. That's fantastic. I think everybody should strive for that. But if you're not making the grades that you feel that are all A's or exceptional. And you're comparing yourself to this other person who makes all A's all the time, be sure to do your best. Your best is, you know, hey, I did the best I could on this paper and I made a B I'm okay with that or I did the best that I can and I turned it all in myself and I made a B in the class. I'm okay with that. So don't compare yourself to other people. Be sure to do your best. And last thoughts. Take responsibility for yourself. Recognize that in order to succeed, you need to make decisions about your priorities, your time, and your resources. If you do that, I feel like you'll have a much better semester, than you could think. So I want to say thank you for watching this video. I hope that you can take away some tips. Again. Some of those tips being having a routine, setting your clothes out, setting your alarm, having a planner, following that WADE method, especially the part about adding up the cost, the time of what everything's going to adding up the time of the things that you need to do and how much time in your day it's gonna, you're going to have to use maybe even taking something from the different types of note-taking that we've talked about. And then following through, following through with the do's and don'ts. Like making sure that you're refreshing your memory over what you've studied before class or making sure you're reviewing things after class. Make sure if you have any questions. So I just appreciate you guys for watching this video. And if you have any questions or you're in a situation where you're struggling academically and you want to reach out and talk to someone we're a resource to. You can always contact us over here at the UCA counseling center. You can go to our webpage and you'll find paperwork that you can fill out and submit there. Or you can just give us a call. So I really appreciate your time and thank you so much for all that you guys have been doing. I'll see you next time.