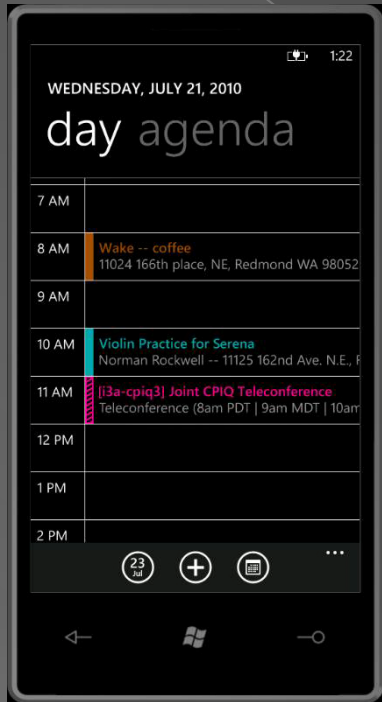


Time and Task Management





What have you tried?
What worked/didn't work?



How to Start

- Take inventory
 - How *am I* vs how *should I*...?
 - Weekly grid- look for holes
- Strengths/weaknesses
 - What's working vs what's not working
- Set goals and make choices
 - class, family, work, personal life



Anthropology

- 1/25 – 1 (Intro)
- 2/01 – 2 (Discussion 1)
- 2/08 – 3 (Dis 2; Quiz 1)
- 2/15 – 4 (Dis 3)
- 2/22 – 5 (Dis 4)
- 3/01 – 6 (Dis 5; Quiz 2)
- 3/08 – 7 (Res 1)
- 3/15 – 8 (Res 2)
- 3/22 – 9 (Res 3; Quiz 3)
- 3/29 – 10 (Res 4)
- 4/05 – 11 (Res 5)
- 4/12 – 12 (Quiz 4)
- 4/19 – 13 (Extra- Food)
- 4/26 – 14/15 (Quiz 5)
- 5/10 – 16 (Baraka; Portfolio)

Brain & Behavior

- 2/01- 2/04- + Chapter 1
- 2/01- 2/04-+ Chapter 13 (336340)
- 2/01- 2/04-+ Chapter 2
- 2/06-2/09- Exam 1
- 2/06-2/09- + Chapter 4
- 2/06-2/09- + Chapter 15 (390398; 399-408)
- 2/06-2/09- + Chapter 16 (421422; 428-441)
- 2/27-3/02-Exam 2

Big picture
planning
sample=
1 semester,
all assignments
by subject

Brain and Behavior (Continued)

- 2/27-3/02-+ Chapter 3
- 2/27-3/02-+ Chapter 14 (375379)
- 2/27-3/02-+ Chapter 10
- 2/27-3/02-+ Chapter 16 (422428)
- 3/27-3/30- Exam 3
- 3/27-3/30- + Chapter 6
- 3/27-3/30- + Chapter 7
- 3/27-3/30- + Chapter 8
- 4/17-4/20- Exam 4,
- 4/17-4/20- Chapter 12
- 4/17-4/20- Chapter 14
- 5/01-5/04- Exam 5
- 5/11- + Optional Assignment

Women's Seminar

- 2/02 – Howard Response Due
- 2/09 – Rios Response Due
- 2/16 – Marcoline Response Due
- 2/23 – Haney Response Due
- 3/02 – Romero Response Due
- Anderson [Anti-Feminism] on Final, but no resp. needed for sem. (3/09)
- 3/30 – Walther Response Due
- 4/06 – Arney Response Due
- 4/20 – Lucas Response Due
- 4/27 – Hentges Response Due
- 5/04 – Taylor Response Due
- Howard (4/27) will be on final.
- 5/11 – Final Essay Due



-WEEK 1-

1/25 – Anthropology, 1 (Intro)

-WEEK 2-

2/01 – Anthro, 2 (Discussion 1)

2/01- B&B, Chapter 1

2/02 – Women's Sem., Howard Resp Due

-WEEK 3-

2/03-04 B&B, Chap13 (336-340), Ch 2

2/06 - 2/09= B&B, Exam 1

2/08 – Anthro, 3 (Dis 2; Quiz 1)

2/09 – WS, Rios Resp.

-WEEK 4-

2/12- B&B, Ch 4

2/15 – Anthro, 4 (Dis 3)

2/16 – WS, Marcoline Resp.

2/18- B&B, Ch15 (390-398; 399-408)

-WEEK 5-

2/22 – Anthro, 5 (Dis 4)

2/22- B&B, Ch 16 (421-422; 428-441)

2/23 – WS, Haney Resp.

-WEEK 6-

2/27- B&B, 3/02- Exam 2

3/01 – Anthro, 6 (Dis 5; Quiz 2)

3/02 – WS, Romero Resp.

-WEEK 7-

3/08 – Anthro, 7 (Res 1)

SPRING BREAK

3/15 – Anthro, 8 (Res 2)

Big picture
planning
sample=
1 semester,
all assignments
chronologically

-WEEK 9-

3/22 – Anthro, 9 (Res 3; Quiz 3)

3/25- B&B, Ch 16 (422-428)

3/27-3/30- B&B, Exam 3

-WEEK 10-

3/29 – Anthro, 10 (Res 4)

3/30 – WS, Walther Resp.

4/01- B&B, Ch 6

-WEEK 11-

4/05- B&B, Ch 7

4/05 – Anthro, 11 (Res 5)

4/06 – WS, Arney Resp.

-WEEK 12-

4/12- B&B, Ch 8

4/12 – Anthro, 12 (Quiz 4)

4/17-4/20- B&B, Exam 4

-WEEK 13-

4/19 – Anthro, 13 (Extra - Food)

4/20 – WS, Lucas Resp.

4/22- B&B, Ch 12

-WEEK 14-

4/26- B&B, Ch 14

4/26 – Anthro, 14/15 (Quiz 5)

4/27- WS, Howard on final.

-WEEK 15-

5/01-5/04- B&B, Exam 5

FINALS WEEK

5/10 – Anthro, 16 (Baraka; Portf)

5/11 – WS, Final Essay Due



Time Management- Weekly/daily planning

1 week/day- hr by hr

THINGS TO INCLUDE

Set/routine

- Job
- Class
- Commute
- Waking/Sleeping
- Meals
- Getting ready
- Workouts/sports
- Volunteer/organizations
- Family/Significant other

Flexible/occasional

- Study time
- Events
- Fun stuff
- Family/Significant other

Daily Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
6-7	Sleep-in	/	/	/	/	Sleep-in...	/			
7-8		/	UP and READY!!	/	UP and READY!!		/			
8-9		/	Breakfast	/	Breakfast		/			
9-10	Sleep-in	UP and READY!!	WORK	UP, READY, Breakfast	WORK	Get ready for day	Get ready for day			
10-11		Breakfast @		PACK lunch		commute	PACK lunch	commute	Review Assessment Readings Quick stats Review	
11-12	SHOWER + MAKE-UP DRESSED + BRUNCH	look over statistics notes		WORK	WORK	WORK	H-E-B	Drive to Galveston		
12-1	RELAX	↓ ↓ ↓					↓ ↓ ↓	↓ ↓ ↓	House	Drive to Galveston
1-2	WORK on Assessment	commute					commute	commute	Chores	BEACH
2-3	DISCUSSION	WORK	get lunch	Home	RELAX	RELAX				
3-4	NETFLIX		eat and RELAX	RELAX	eat small meal!					
4-5	Study for Statistics		RELAX	↑	Research for Ethics		work on anything due on Monday			
5-6	Dinner and Sunday-Funday		WORK	work on Statistics	Ethics		Paper	open!		
6-7	with Bethany	↑	↓ ↓ ↓ ↓	↓	↓ ↓ ↓ ↓	Drive Home				
7-8	GAME THRONES	STATS	Dinner	↑	Dinner w/ Camile	MOVIE with cohort	RELAX!			
8-9	Chill-out	↓	work on Ethics	Assessment	GRINGO!					
9-10	BED	commute	↓ ↓ ↓ ↓	↓	UP TO YOU!	UP TO YOU!				
10-11	↓ ↓	snack	Netflix and BED	snack						
11-12		BED	BED	BED						

May 2019

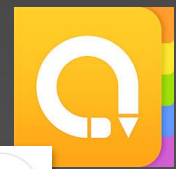
Monthly View



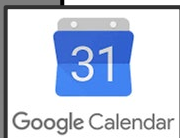
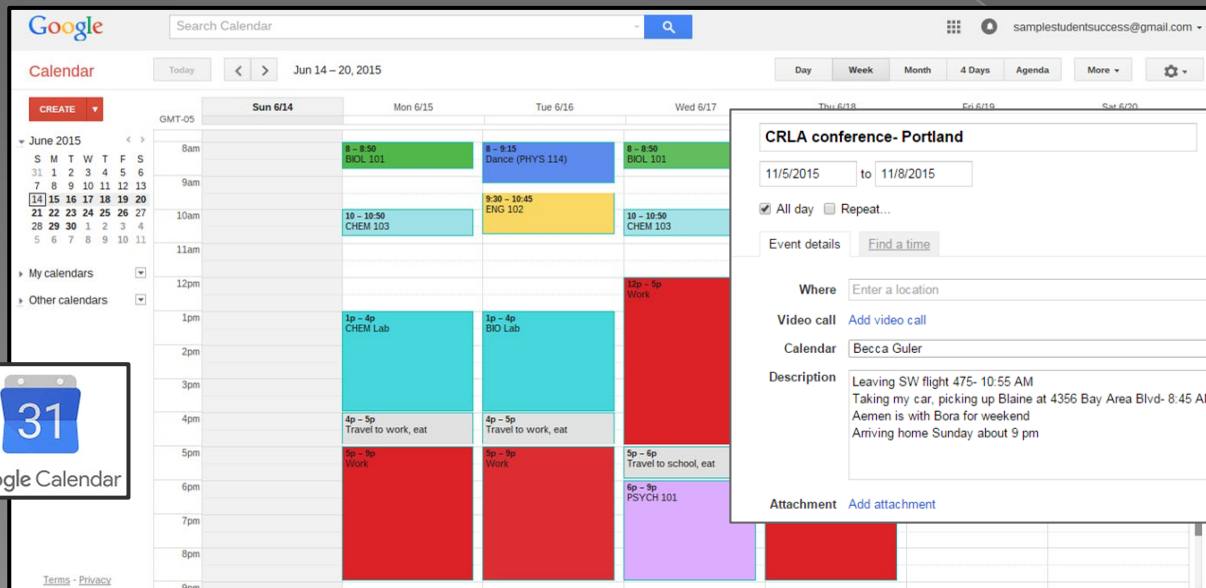
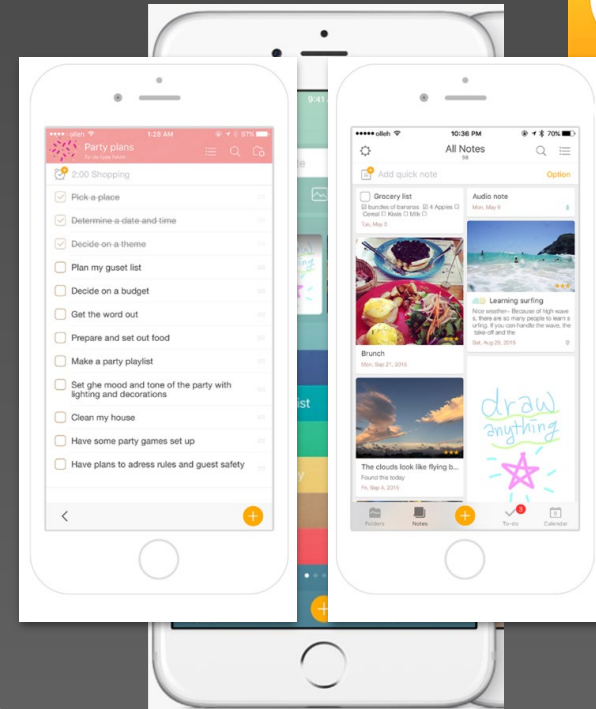
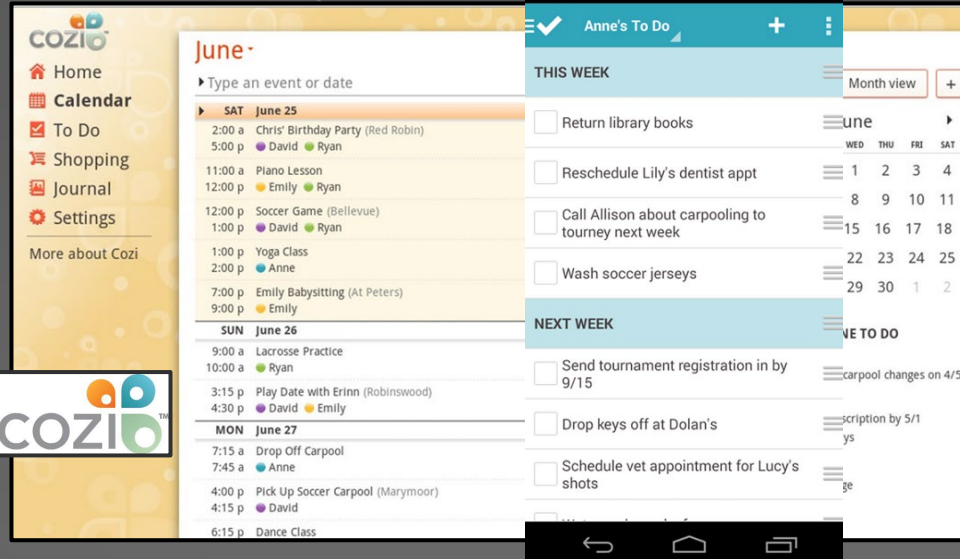
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
			Rent!	10 - Jana Henry	WORK 12-5	May the 4th be 4 w/ you KARBACH Brewery Avengers end game w/ Cade + Jackie
			drive home	drive to CL	RELAX	
5	6	7	8	9	10	11
WORK 1-6 LAST Sunday! Cinco de Mayo Game of Thrones + dinner w/ Karissa	TXU Energy \$100 WORK 2-7 Laundry	WORK 2-7 + trash	Amica 820 WORK 2-7	10 Jana Henry	WORK 12-5	Relax drive home Zack's b-day @ 8pm
			drive home	drive to CL	RELAX	
12	13	14	15	16	17	18
MOTHER'S day Family Lunch 1230 Game of Thrones + dinner w/ Karissa	WORK 2-5 drive home	dad to hospital w/ am drive to CL	WORK 12-5	10 Jana Henry 1245 DR. Grandhi lunch w/ mom + dad	WORK 12-5 UFA WORKSHOP @ 7 RELAX	drive home all mom's b-day brunch + bring flowers
			drive home	drive to CL		drive to CL
19	20	21	22	23	24	25
RELAX Game of Thrones season finale @ 8 + dinner w/ Karissa	WORK 12-5 STORE? may mini-mester starts	mom's b-day WORK 12-5 STORE?	WORK 12-5 STORE?	10 Jana Henry 6 DBT SKILLS class comcast + blo + her	WORK 12-5? ASTROS game w/ Karissa @ 7 leave when?	RELAX Laundry
			drive home	drive to CL		drive home
26	27	28	29	30	31	
Family Lunch drive to CL	Memorial day no work RELAX laundry/trash	WORK 12-5 laundry + trash	WORK 12-5	Jana Henry 7 gen in Webster drive to CL Final grades posted to e-services	WORK 12-5 RELAX	Rent! pool w/ Angelica?
			drive home			

Time Management

Sample Scheduling Apps



Awesome
Note



Task Management- How To Break Work Into Manageable Pieces

- Class syllabus = best friend!

 - This week? Next week?

 - How many steps?

- Plan ahead to avoid conflict

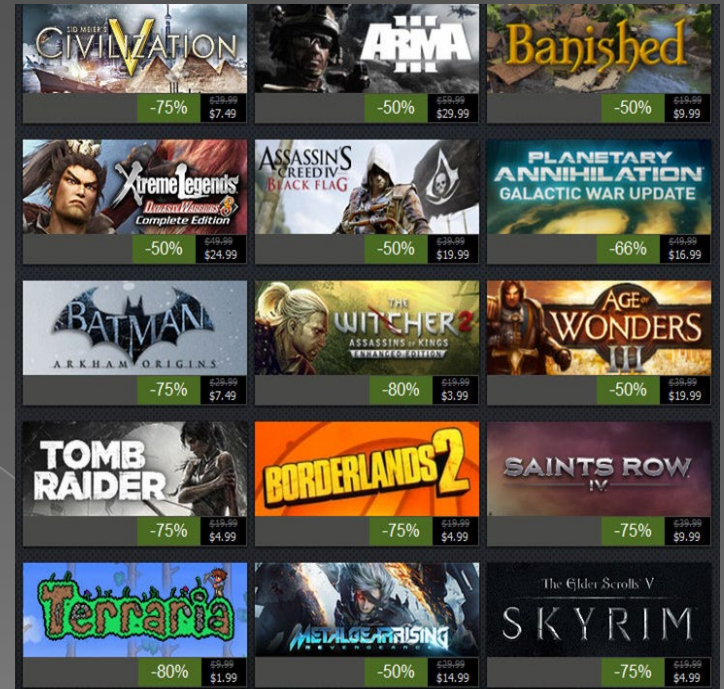
 - > days, weeks, sometimes months

 - > allow for unexpected

- Be flexible, resourceful



What Does Your Study/Project Time *Really* Look Like?



Task Management- How To Break Work Into Manageable Pieces



20-30 min

then this



Task Management- When You Have A Chunk of Time...



Study
Segment/Task
+



Short Task with
Natural End



Study
Segment/Task
+



Short Task with
Natural End



Study
Segment/Task
+



Short Task with
Natural End



Task Management- Small Windows

A



Study
Segment/Task
+



Long or Routine
Block (hours)

B



Long or Routine
Block (hours)
+



Study
Segment/Task

C



Med. /Routine Block



Let's Talk About Rewards...

- Positive reinforcement!
 - Small goals are key
 - Appropriate rewards for tasks



Scheduling principles

- Know your limits
- Set reasonable deadlines
- Learn to say “no”
- Build rapport with professors
- Schedule harder/complex when fresh/alert



Overview:

7 Habits for better work/study-life balance

1. Prioritize
2. Drop the unnecessary
3. Protect private time
4. Accept help in all areas!

Classmates, family, friends, Academic coaching,
Study Groups, Tutors, Professors

1. Study effectively
2. Plan fun & relaxation
3. Let go of perfectionism



3-question survey (30 sec-1 min) at this link:

<https://tinyurl.com/SSCWorkshopSurvey>

Glad to see you here today! Let
us know if we can be of help to
you throughout the semester-
studentsuccesscenter@uhcl.edu
281-283-2450

