

Study Success: How do you manage your time?

Write answers for these questions.

- | | | | | |
|---|---|--------|-----------|-------|
| 1 | How much time outside class do you have each week to do homework / assignments? | _____ | hours | |
| 2 | Where / when do you work best? eg: in the morning in the library | _____ | | |
| 3 | How do you remember homework or assignment deadlines? | _____ | | |
| 4 | How often do you hand your homework in on time? | always | sometimes | never |
| 5 | How often do leave your work till the last minute? | always | sometimes | never |
| 6 | Have you ever missed a class because you haven't done the homework? | YES | | NO |
| 7 | Do you use a diary to write down your homework? | always | sometimes | never |
| 8 | Have you ever felt that you've got so much work you don't know where to start? | YES | | NO |
| 9 | Have you ever finished an assignment before the deadline? | YES | | NO |



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Study Success: Being more efficient 1

1. Read the descriptions below and look at the diagram. Match a person on the right to each time block: Write the person's name in the correct block on the line.

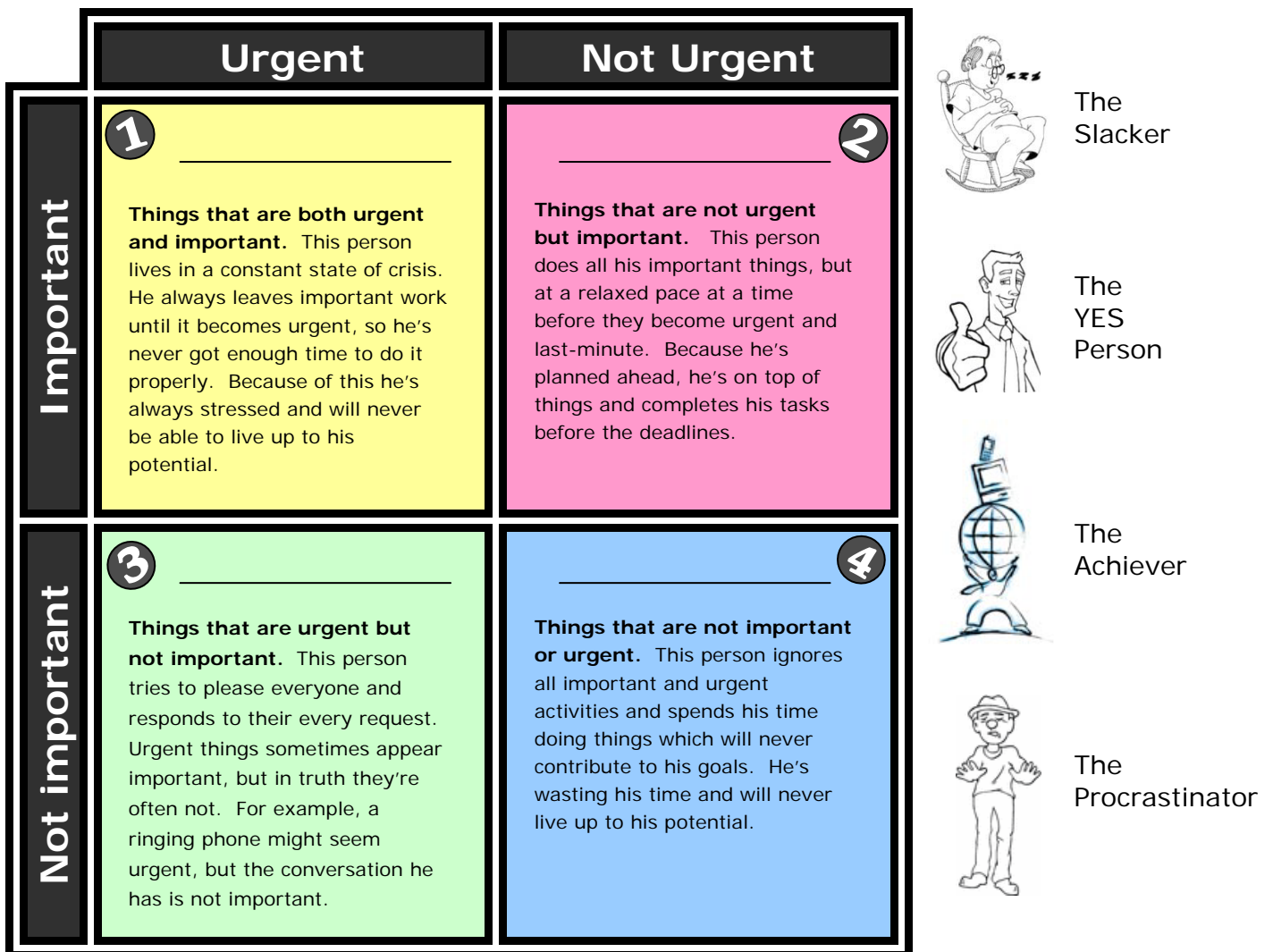
Have you ever packed a suitcase and noticed how much more you can fit inside when you neatly fold and organise your clothes instead of just throwing them in? The same goes for your life. The better you organise yourself, the more you'll be able to pack in – more time for family, friends and college work. In general, we spend our time in four different time blocks. Each block contains different types of activities and is represented by a type of person.

Important:

The main things you have to do in order to achieve your goals.

Urgent:

Pressing, in-you-face things – activities that demand immediate attention.



2. Look at the results of each way of working. Match each result with one of the time blocks. Write the numbers in the correct box.

<p>The result:</p> <ul style="list-style-type: none"> • Lack of responsibility • Guilt • Bad performance 	<p>The result:</p> <ul style="list-style-type: none"> • Control of life • Balance • High performance 	<p>The result:</p> <ul style="list-style-type: none"> • Stress and anxiety • Burn out • Bad performance 	<p>The result:</p> <ul style="list-style-type: none"> • Lack of discipline • Feeling like a doormat • Bad performance
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Study Success: Being more efficient 2

Look at these activities. Which block (from handout 6B) do they fit into? Write 1, 2, 3 or 4 next to each activity.

You have to take your sister to hospital.

You are working on a project. Your friend calls and you spend 3 hours on the phone.

You planned your week on Monday and know that you have to spend tonight studying so you can enjoy a club night tomorrow.

You put off getting your car serviced and it's just broken down.

You sleep-in until 12.00pm but have a test the next day.

Your friends pop round and persuade you to go out with them instead of revising.

You respond to an e-mail from a friend while you are supposed to be revising for a test.

You've got an assignment due tomorrow and haven't even started yet.



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Study Success: Managing your time

Look at these tips for managing your time. Which ones are useful? Tick the useful ones and cross the ones that wouldn't help.

- a. Aim to complete big assignments before the due date so the teacher can check it.
- b. Always work in a silent place – that way you'll be able to concentrate better.
- c. Break down big assignments into smaller chunks - plan when you are going to do each part.
- d. Check your diary at the beginning of the week for homework and plan when you will complete it.
- e. Don't take breaks while you're working – the quicker you get it done, the better.
- f. Find out in advance when your assignments are due and when your exams are.
- g. Get into the habit of doing your work at the same time, in the same place each week.
- h. Give yourself time off – everyone needs to relax.
- i. If you really need it, ask the teacher for an extension before the deadline.
- j. If you work best under pressure, leave things until the night before they're due.
- k. Know which time of the day you work best (ie morning or evening) and plan to work at those times.
- l. Make 'to do' lists at the beginning of each week. Cross off things when you've done them.
- m. Make a list of the things you have to do and decide roughly how long it will take you to do each thing.
- n. Rely on your friends to find out what the assignments are.
- o. Set yourself a time to start work – use an alarm clock.
- p. Use a diary to write down what your homework is and when it's due.
- q. Work out how much time you have a week to do all your college work.
- r. Write a list of the things you have to do and put them in order of importance. Do the most important first.

Study Success: Prioritising tasks

Today is **Mon 10th** November 2008. This is Erika's 'to do' list.

1. On the diary, write her college timetable and all other essential duties.
2. Write her deadlines on the diary.
3. Work out when she can fit in all her work and other commitments on her diary. Does she have time to do everything?

<u>To do</u>	<u>Other stuff</u>
<ul style="list-style-type: none"> • Buy present for mum • Write marketing ass. In neat - Due 18th • Do marketing ass. Rough • get library book about setting up business - essay due 11th • Internet research marketing • Look for new job • Make powerpoint presentation - due 20th • Meet group about healthy eating presentation • Research healthy eating • Revise (exam 12th) • Write 250 wrd essay - setting up business 	<ul style="list-style-type: none"> • Mum's b'day dinner Sun eve 16th • Party Sat 15th • College Mon - Thu 9.00-3.30 • Look after little sis Mon - Fri 4.00 - 6.00 • Fave TV prog Mon 7.00 - 9.00 • See boyfriend Fri afternoon • Job - Sat / Sun 11.00am - 5.00pm

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Study Success: Using a diary

November 2008	
Mon 10 th	morning
	afternoon
	evening
Tue 11 th	morning
	afternoon
	evening
Wed 12 th	morning
	afternoon
	evening
Thu 13 th	morning
	afternoon
	evening
Fri 14 th	morning
	afternoon
	evening
Sat 15 th	morning
	afternoon
	evening
Sun 16 th	morning
	afternoon
	evening

November 2008	
Mon 17 th	morning
	afternoon
	evening
Tue 18 th	morning
	afternoon
	evening
Wed 19 th	morning
	afternoon
	evening
Thu 20 th	morning
	afternoon
	evening
Fri 21 st	morning
	afternoon
	evening
Sat 22 nd	morning
	afternoon
	evening
Sun 23 rd	morning
	afternoon
	evening

Study Success: Teacher's notes

To differentiate for more able groups, you may wish to make the simulation more 'real' by making various announcements to the class or particular pairs throughout the activity.

- Erika's tutor asks her to rewrite her marketing essay to hand in for Tues 18th
- Her friend in America calls on Mon 17th evening and wants to have a long Skype conversation
- Her boyfriend wants to go out on Wed 19th evening

Etcetera ...