

## Time Management (Level One: Setting Goals/Planning)

- **Summary:** This training, like many others, not only helps tutors learn how to better plan their study time, work time, leisure time, etc., but also helps tutors assist their tutees with appropriate strategies for time management.
- **When Covered:** December
- **Amount of Time:** 60 minutes
- **Desired Outcomes:**
  - Determine if student is day or night person to better plan for a class and study schedule.
  - Plan out a weekly schedule taking into account fixed times (work, class, exercise, etc.), life-support activities (eating, sleeping, personal hygiene, etc.), study time (two hours for every one hour of class), and leisure time.
  - Receive JJC calendar/ datebook and Academic Calendar from JJC website. Mark important dates into datebook.
- **Materials Required:**
  - Highlighters (6) for each student
  - *Time Management Skills: Weekly Time Management Schedule* – one copy per tutor
  - *Day Versus Night People* Worksheets – one copy per tutor
  - *ASC Tutor Training Evaluation* – one copy per tutor
  - Printouts of current *JJC Academic Calendar* – one copy per tutor
  - JJC Calendar/ Datebooks for each student
  - STUDENT MUST PROVIDE:
    - Class schedule
    - Work schedule
- **Citations:**
  - Bradley, Jan, Gary Funk, Myrna Hite-Walker, and Jobelle Hopper. "Day Versus Night People." *Thrills, Spills, and Study Skills: A Strategy and Vocabulary Approach*. (Dubuque, Iowa: Kendall Hunt Publishing: 1993), 65-66.
  - *Time Management Skills: Weekly Time Management Schedule* – materials borrowed from Heartland Community College
- **Presenter Preparation Required:**
  - Reserve a room through the Academic Skills Center secretary at least one month prior to presentation; ensure that this room has a computer, projector, and screen.
  - Gather materials and photocopy necessary documents.
  - Update the Angel website with these materials.
  - Inform students that they must bring copies of class schedule and work schedule.
- **Activities:**
  - Before Presentation
    - Student must schedule classes and bring class schedule to presentation.
    - Student must also acquire work schedule.

- During Presentation
  - Discuss the Forgetting Curve and the implications of not reviewing material daily.
  - Determine best time to study through the use of *Day Versus Night People* Worksheet.
  - Use class schedule and work schedule to complete *Weekly Time Management Schedule*.
  - Complete evaluation of presentation.
- **Training Modes Used:**
  - Assessment with Worksheets and Individual Exercises
  - Face-to-Face Discussion
  - Handouts
  - Workshop Instruction: Presentation Led by ASC Manager