


Time Management and Study Skills



2016

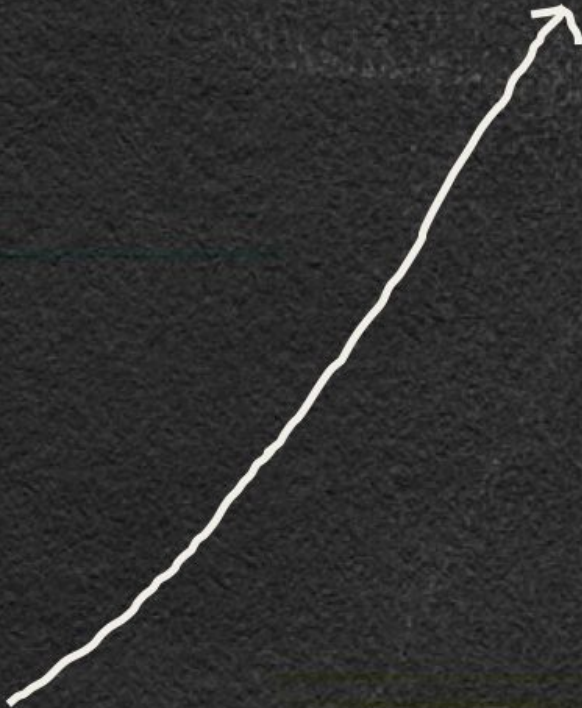


Begin with the End in Mind

Why are you at ASE?

What do you want to accomplish?

SUCCESS



What people think it
looks like

SUCCESS



What it really looks
like

Mindset

- An established set of attitudes
- Your world view

Fixed

Mindset

Growth

Mindset

Carol Dweck

Intelligence is static.

Leads to a desire to **LOOK SMART** and therefore a tendency to:

- ✓ **AVOID CHALLENGES**
- ✓ **GIVE UP EASILY DUE TO OBSTACLES**
- ✓ **SEE EFFORT AS FRUITLESS**
- ✓ **IGNORE USEFUL FEEDBACK**
- ✓ **BE THREATENED BY OTHERS' SUCCESS**

Intelligence can be developed

Leads to a desire to **LEARN** and therefore a tendency to:

- ✓ **EMBRACE CHALLENGES**
- ✓ **PERSIST DESPITE OBSTACLES**
- ✓ **SEE EFFORT AS PATH TO MASTERY**
- ✓ **LEARN FROM CRITICISM**
- ✓ **BE INSPIRED BY OTHERS' SUCCESS**

WHAT CAN I SAY TO MYSELF?

INSTEAD OF...

- I'M NOT GOOD AT THIS
- I'M AWESOME AT THIS
- I GIVE UP!
- THIS IS TOO HARD
- I CAN'T MAKE THIS ANY BETTER
- I CAN'T DO MATH
- I MADE A MISTAKE
- I'LL NEVER BE AS SMART AS HER
- IT'S GOOD ENOUGH

TRY THINKING...

- WHAT AM I MISSING?
- I'M ON THE RIGHT TRACK
- I'LL USE SOME OF THE STRATEGIES I'VE LEARNED
- THIS MAY TAKE SOME TIME AND EFFORT
- I CAN ALWAYS IMPROVE; I'LL KEEP TRYING
- I'M GOING TO TRAIN MY BRAIN IN MATH
- MISTAKES HELP ME IMPROVE
- I'M GOING TO FIGURE OUT WHAT SHE DOES AND TRY IT
- IS THIS REALLY MY BEST WORK?

Life happens...

- School
- Work
- Volunteer work
- Community activities
- Family responsibilities
- Social life
- Etc.

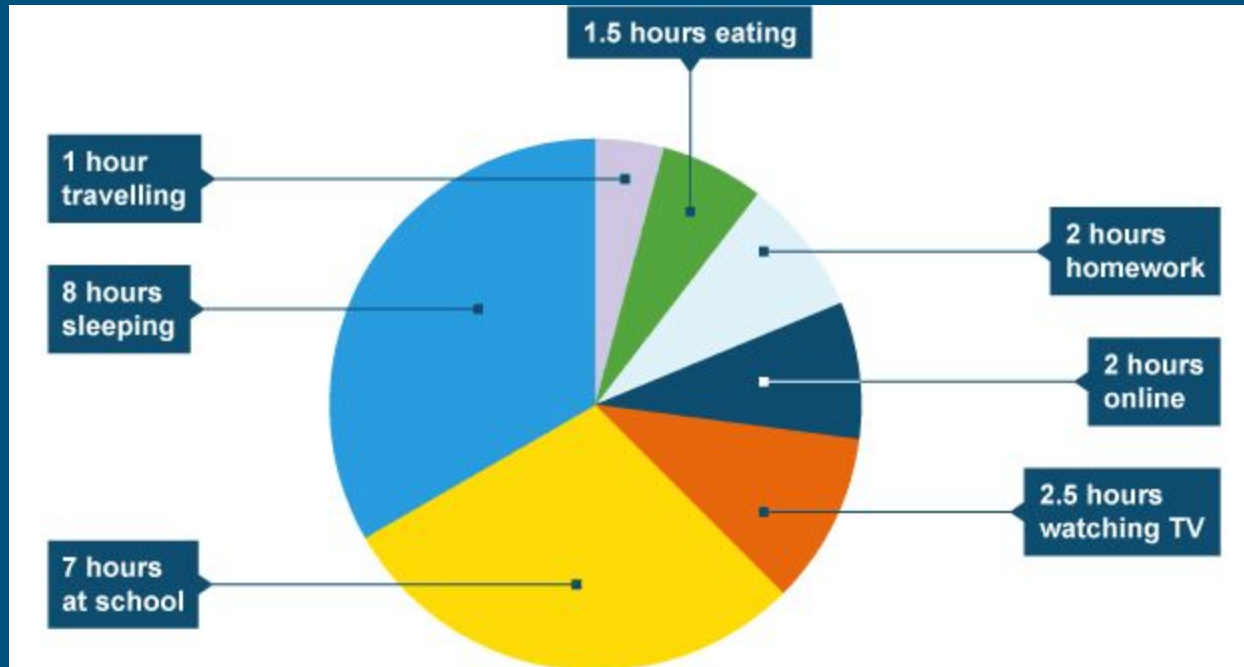


Figure 1: The Yerkes-Dodson Human Performance and Stress Curve



Either you run the day, or the day runs you.

- Jim Rohn

Time Management

- Time management
 - = what to do and when to do it
- Good time management:
 - decreases stress, frustration, procrastination
 - increases memory retention and academic success

Time Management

- Time management doesn't "just happen" for anyone – it is a skill that must be developed
- Is a transferable skill for postsecondary life
- Practice makes perfect

Diagnosis: Early Signs of Problems

- Forgetting assignments and tests
- Handing in work late
- Submitting work that is not up to your usual standard
- Your grades don't reflect your ability
- Not having enough time to complete a task
- Asking teachers for extensions
- Not doing activities you enjoy because of a lack of time

How to Manage

- Prioritize!
 - Based on due date, importance, how long it will take to do
 - Work backwards from due date
- Have an agenda and put everything on it
- Have a consistent routine: build a new habit

“I’ll just remember...”

THE 3 R's OF HABIT FORMATION



Daily Strategies

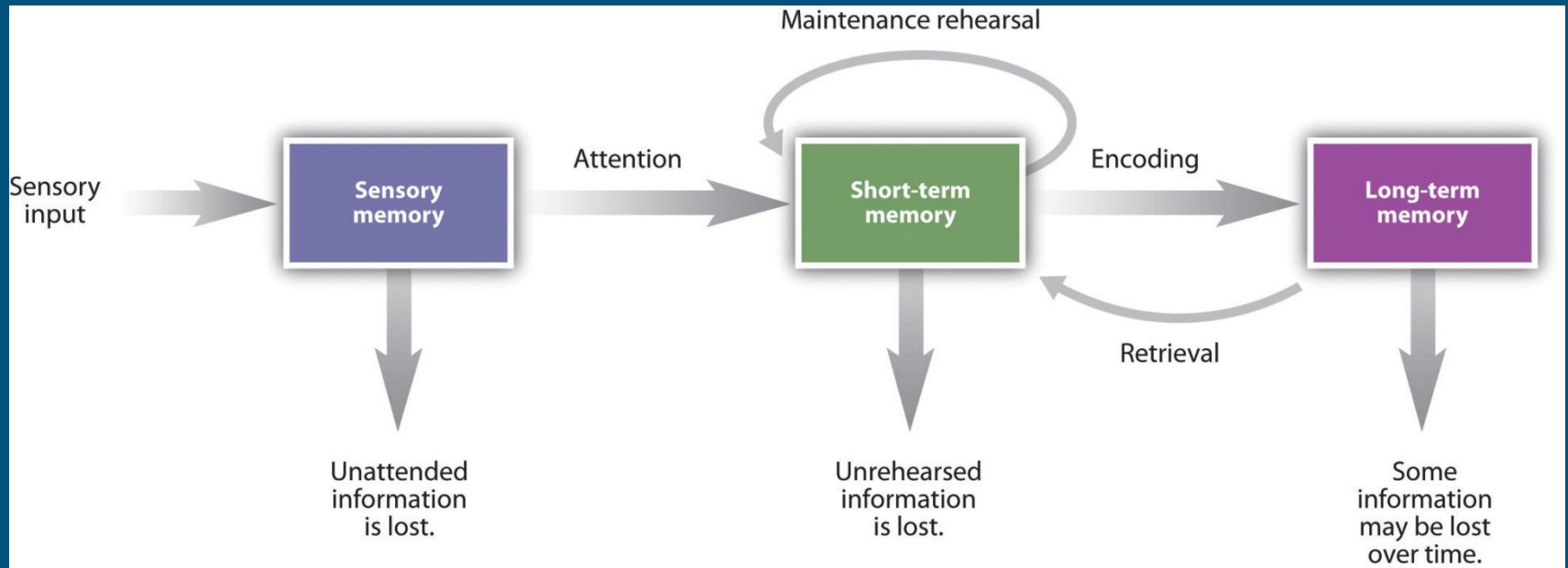
- Attend class
- Do your homework
- Review your notes DAILY after class
- Read your textbook
- Ask questions right away
- Self-care: eat well and get enough sleep and exercise

How to Study

- Start the day a test is announced
- Make/use the list of test topics as a checklist and make a study schedule
- Make sure your notes are complete (check Moodle or compare with a buddy)
- Find a quiet place where you can concentrate and use that every day
- Take study breaks

How to Study

- Network: Make a study group
- Make study notes (1 week before the test)
 - Rewrite important points (use point form)
 - Use colours, diagrams
 - Recite out loud
- Make MORE study notes (2-3 days before test)
 - A condensed version (eg: cue cards)
 - Use review questions as a sample test – do the questions from memory, without your notes

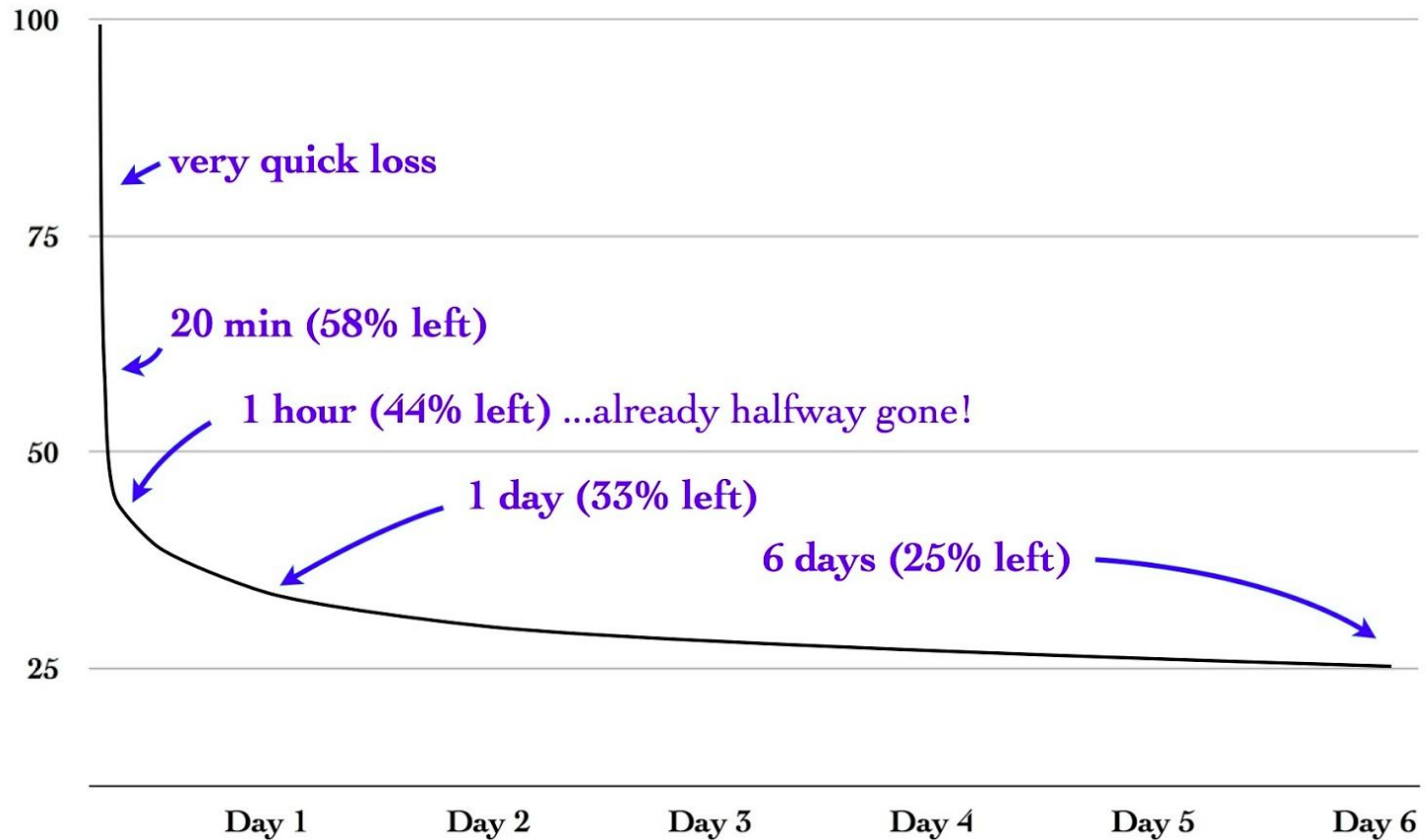


The Backwards Bicycle

<https://www.youtube.com/watch?v=MFzDaBzBIL0>

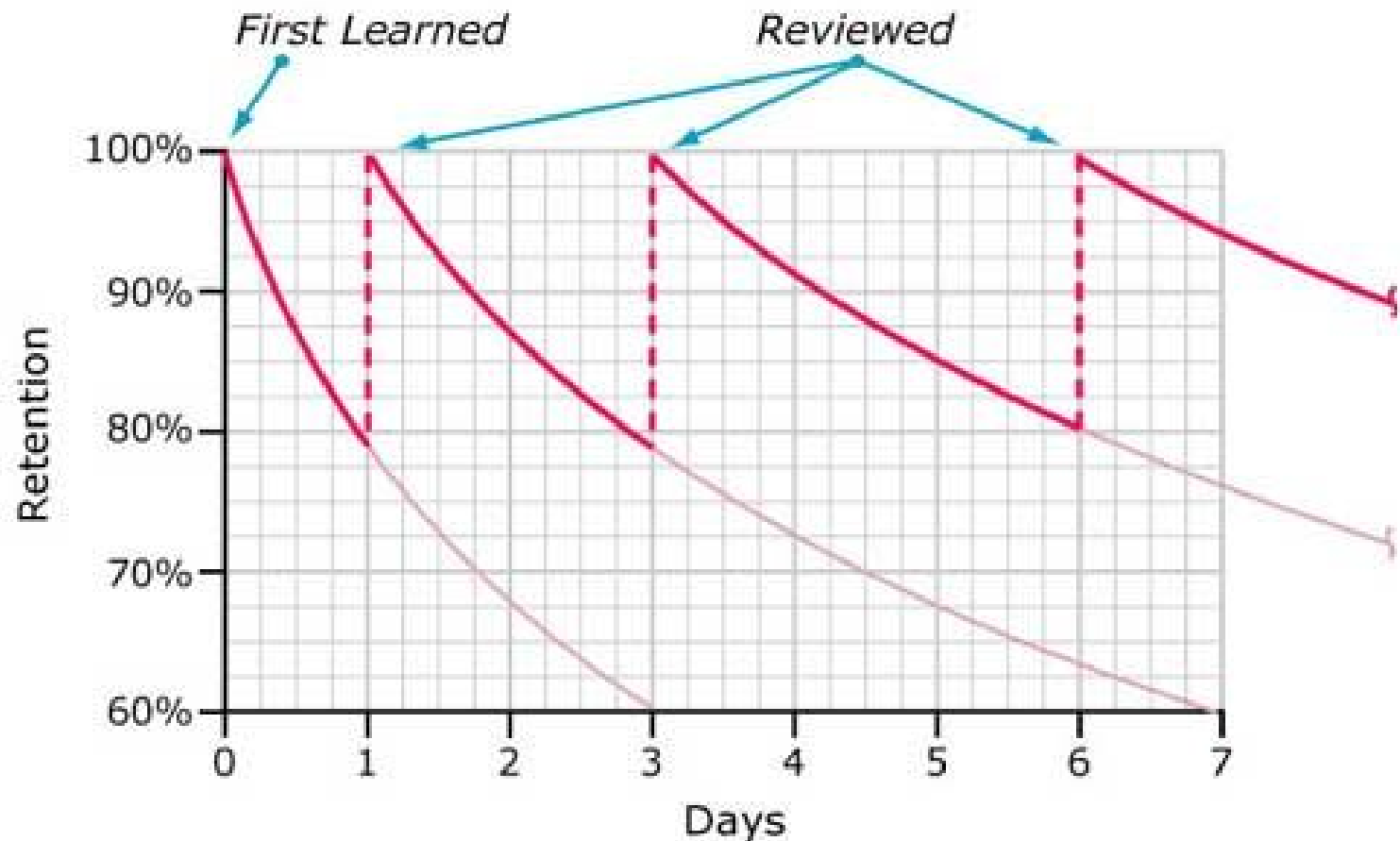
Ebbinghaus' Forgetting Curve

(How much of something do we forget each day?)



The more you review, the better the retention

Typical Forgetting Curve for Newly Learned Information

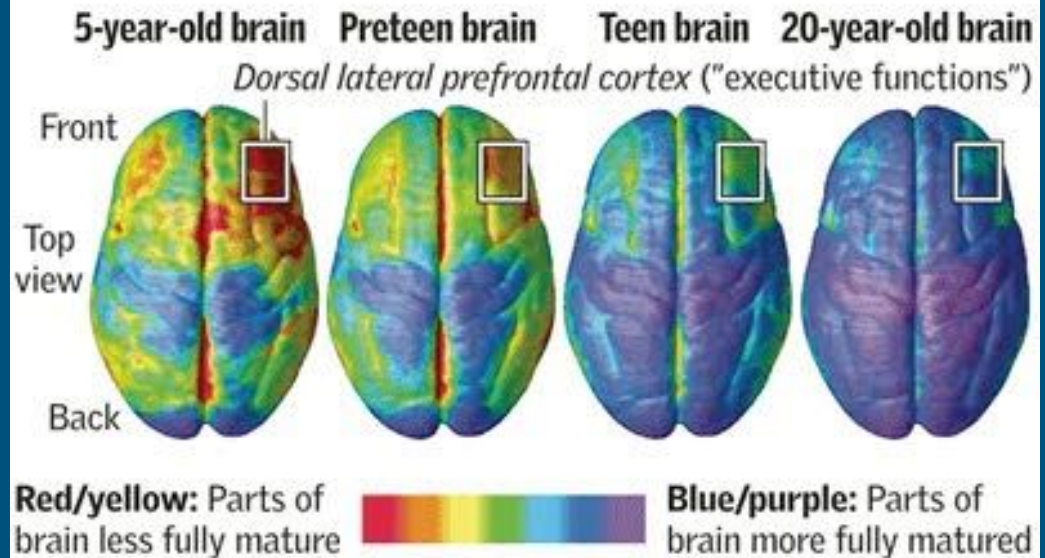


Adolescent Neuroplasticity

The brain is the last organ in your body to mature!

Judgment last to develop

The area of the brain that controls "executive functions" — including weighing long-term consequences and controlling impulses — is among the last to fully mature. Brain development from childhood to adulthood:



Sources: National Institute of Mental Health;
Paul Thompson, Ph.D., UCLA Laboratory of
Neuro Imaging

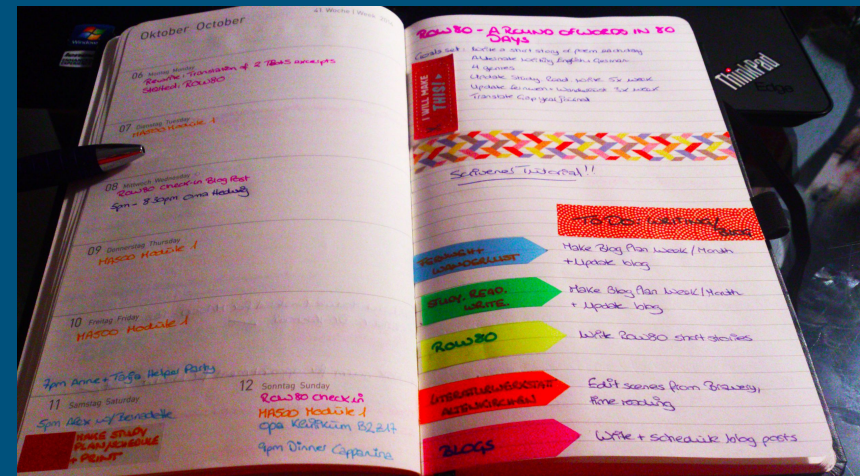
Thomas McKay | The Denver Post

Adolescent Neuroplasticity

- Window of opportunity: your prefrontal cortex is growing (up to age 25)
 - decision making (judgement)
 - impulse management vs self control
- Adulthood: decreased ability to make new connections
- Train your brain now
- <https://www.youtube.com/watch?v=ELpfYCZa87g>

Why use an agenda?

- We'll give you a free one!
- One central place to organize your time
- Using a phone leads to distractions
- Improve your grades



How to use an agenda

Prioritize

Include all things
that take up time

The agenda is for **MONDAY**. It is divided into two main sections: **TODAY'S TO-DO'S** on the left and **Act PLAN MY PRIORITIES** on the right. The right section has a vertical time axis on the far right.

Section	Task	Time
TODAY'S TO-DO'S	Consultation with Joe 12:40 - P118 #4	
	Print bio lab to hand in/ permission form	
	<u>Math</u> : P123 # 4, 5, 7	
	Test Friday	
	<u>English</u> : Read Chapter 5 - 8 Check moodle for outline template - print @lunch	
TESTS & ASSIGNMENT	<u>Biology</u> : Classification handout - do P4	
	Test Wed	
	Work	3:00
	Dinner time	6:00
	Math hwk	7:00
	Review English lesson	8:00
	Start reading	9:00
	Bio - review Q	
	Study note Math ch 4 test	

Plan Backwards


*We are what we repeatedly do.
Excellence, therefore, is not an act but a habit.*

- Aristotle



Your turn!

Using the current week:

- fill in your agenda
 - share your time management and study strategies with your group
- 

S	M	T	W	T	F	S
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					

What's **your opinion** on **HISTORY?**



☐ Learn from it.



☐ Forget about it.

How would you defend your opinion?

Think THIS WEEK'S GOALS, PROJECTS, IDEAS

Record

Act PLAN MY PRIORITIES

2 MONDAY DAY

TODAY'S TO-DO'S

TESTS & ASSIGNMENTS

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

3 TUESDAY DAY

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

Record

Act PLAN MY PRIORITIES

4 WEDNESDAY DAY

TODAY'S TO-DO'S

TESTS & ASSIGNMENTS

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

5 THURSDAY DAY

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

6 FRIDAY DAY

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

7 SATURDAY

8 SUNDAY

Check REVIEW & REFLECT ☒ Did I accomplish my priorities? Transfer unfinished tasks.