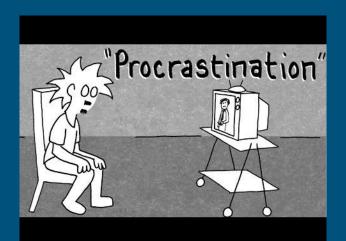
Time Management and Study Skills

CoE Engineering Student Success Center Marta R. Rodenas Jesus A. Santos



Reduce & Manage Stress

Reach YOUR Goals

Perform Academically

Why is managing time important?

Work Smarter, Not Harder

Maintain Balance

Control your time



Academic Success Time Budget

TIME		HONDAT	TUESDAT	EDNESDA	HURSDA	FRIDAT	SATURDA
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NAME:	Jesus						
Semester	Fall 2020						
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NAME:	Jesus						
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3:00	Study	Study	TBA	Study	Study	TBA	
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4:00	Study	Study	Music 19	Study	Study	Music 19	
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5:00	Study	Study	Study	Study	Study	Study	
5:30	Study	Study	Study	Study	Study	Study	
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10:30	Breakfast	Math 30	Math 30	Math 30	Math 30	9 - 11:45am	
11:00	Π	Lab	Lab	Lab	Lab		
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3:00	Study	Study	TBA	Study	Study	TBA	
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1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
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4:30	Study	Study	Study	Study	Study	Study	
5:00	Study	Study	Study	Study	Study	Study	
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6:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
6:30							
7:00	Study	Study	Study	Study	Study		
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9:00	Study	Study	Study	Study	Study		
9:30			Study		Study		
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10:30	Relax	Relax	Relax	Relax	Relax	Relax	
11:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	
11:30		2				10 and	
12-00	2			1		33	

The 3 Schedule Systems

- 1. Term Schedule
- 2. Weekly Schedule
- 3. Daily Schedule

Term Schedule

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 First day of Classes	9	10	11	12
13	14	15	16	17	18	19
20	21 REMINDER: PSYC Exam 1 in 1 Week	22	23	24	25	26
27	28 PSYC Exam 1	29	30 REMINDER: ENGL Assignment 1 Due in 2 Weeks			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 REMINDER: PSYC Exam 2 in 2 Weeks	6 REMINDER: BISC Midterm 1 in 2 Weeks	7	8 REMINDER: KIN Midterm in 2 Weeks	9	10
11	12 Thanksgiving	13	14 ENGL Assignment 1 Due	15	16	17
18	19 PSYC Exam 2	20 BISC Midtern 1	21	22 KIN Midterm	23	24 AWAY - Victori
25 AWAY - Victoria	26 AWAY - Victoria	27	28	29 REMINDER: KIN Term Paper Due in 3 Weeks	30 REMINDER: BISC Lab Midtern in 2 Weeks	31

October

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 REMINDER: BISC Midterm 2 in 2 Weeks	4 REMINDER: ENGL Assignment 2 Due in 3 Weeks	5	6	7
8	9 REMINDER: PSYC Exam 3 in 2 Weeks	10	11 Remembrance Day	12	13 BISC Lab Midterm	14
15	16	17 BISC Midtern 2	18	19 KIN Term Paper Due	20 REMINDER: BISC Lab Final in 2 Weeks	21
22	23 PSYC Exam 3	24	25 ENGL Assignment 2 Due	26 REMINDER: KIN Final Exam in 2 Weeks	27	28 REMINDER: BISC Final Exam in 2 Weeks
29	30 REMINDER: PSYC Exam 4 in 2 Weeks					

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 REMINDER: ENGL Final Exam in 2 Weeks	2	3	4 BISC Lab Final	5
6	7 Last day of classes!	8	9	10 KIN Final Exam	11	12 BISC Final Exam
13	14 PSYC Exam 4	15	16 ENGL Final Exam	17	18 Flight home for Christmas!	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Write in all your assignments/exams
- Good way to track deadlines
- Your Term Schedule aligned with your Syllabi will be your GO TO!

Daily Schedule

- Write your goals for the day
- Write the tasks and assignments you need to do
 - High Priority/Low Priority
 - Cross off the items you have completed
- Make sure to add any uncompleted items to the following day

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If you had \$86,400 in the bank today and you are able to spend them anyway you can by the end of the day, how would you spent it?

If you don't use it all by the end of the day, you will lose it!



You have 86,400 seconds in a day

How will you use them?

Thank you from the Engineering Student Success Center

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