



Time Management, Study Skills, and Organizational Skills– For life long learners

Beth Burns MA University of Washington
Science Department

H.M. Jackson High School

Adjunct staff– Everett Community College

Member: AACT (American Academy of Chemistry Teachers),

WSTA (Washington Science Teachers Association

NEA, WEA and EEA

Welcome!

- ▶ Introduction– Today's topics!
 - Time management:
 - Organization skills:
 - Study Skills
 - Resources for help

This can be an acquired skill!

- ▶ Not always hardwired at birth!
- ▶ These are skills we can identify, develop, and improve.
 - Time management
 - Organization
 - Working Memory

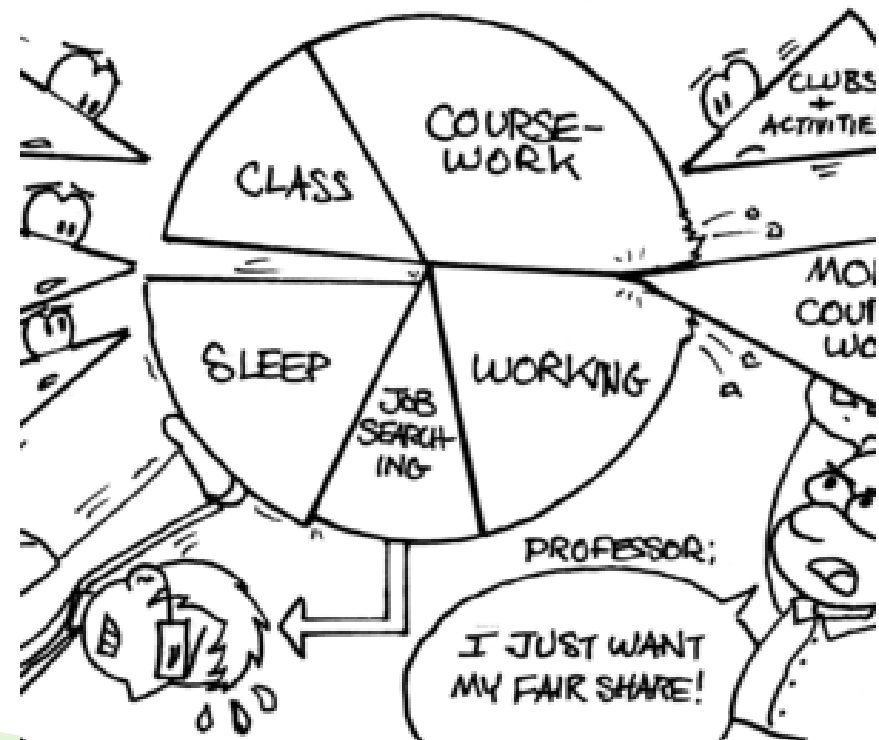
Time Management



Time Management – Time is important!

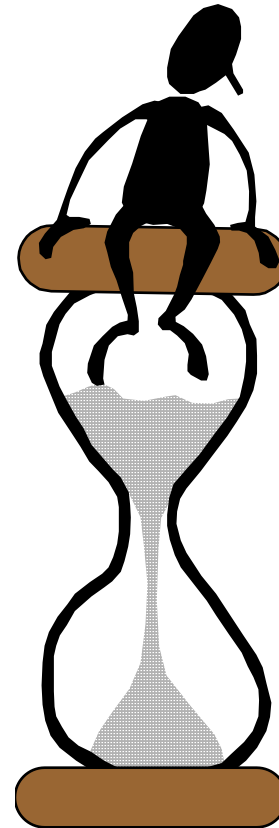
- ▶ We need to estimate how much time is available, how it needs to be allocated, and how to stay within time limits and deadlines.
- ▶ Timers!

MANAGING YOUR TIME.



How well do you manage time?

- ▶ Do the statements on the next slide describe you?



This is where we may want to be....

- ▶ At the end of the day, I finished what I set out to do.
- ▶ I am good at estimating how long it takes to do something.
- ▶ I am always on time for appointments and activities.
- ▶ I can estimate how long it takes to do something (such as homework).
- ▶ I complete my homework at night and have it done before class.
- ▶ I am usually on time getting places (e.g. appointments, school, changing classes).

For Adults...

For Students...


This is where we can grow....

- ▶ At the end of the day, I usually haven't finished what I set out to do.
- ▶ I am not good at estimating how long it takes to do something.
- ▶ I am usually late for appointments and activities.
- ▶ I have a hard time estimating how long it takes to do something (such as homework).
- ▶ I often don't finish my homework at night and rush to get it done in school before class.
- ▶ I am slow at getting ready for things (e.g. appointments, school, changing classes).

For Adults...

For Students...

What can really irritate us! We don't always have the same skills and perspective! Things to consider....

- ▶ You might both be great time managers.
 - ▶ One person's trouble with time management skills can cause stress for the other person.
 - ▶ Both individuals might need to improve their time management skills. Help each other!
 - ▶ Acknowledge the need for change and support each other. Set goals - like leaving early enough to arrive at school on time! Rewards!
- 

Time Management Tips...


Too many hurdles

....

- ▶ Write down what you need to do. What works? Planner? Phone?
- ▶ Prioritize your work: Do what needs to be done first! Look at your due dates and amount of work required to complete the tasks.
- ▶ Get enough rest! You will do better on tests and quizzes!



Suggestions: Managing Time for Schoolwork

- ▶ Set aside a time each day to study. You may need to plan this based on your other activities.
 - ▶ Study in blocks of half hour or one hour. Take a five-minute break in-between. Use a kitchen timer or the alarm on your watch to get back to work.
 - ▶ Review if you don't have homework! Look over your notes every day. This will help prevent having to cram before a test.
 - ▶ Hint: Write down assignments as soon as they are given, check Canvas calendar, check teacher websites.
- 

Suggestions: Managing Time for Schoolwork

- ▶ Chunk your time. If you have two weeks to do a project, figure out how much time (plus 25%) it will take. Then divide by the number of days until it's due and do a little bit every day.

Time Traps to Avoid

- ▶ Over-scheduling your calendar
- ▶ Committing to too many activities
- ▶ Cutting down on sleep to squeeze more in your day
- ▶ Giving up when you have a setback managing your time. Remember – every day is a new start!
- ▶ Failing to set goals.

Ginger Panico, M.P.H., M.Ed., is a former epidemiologist and science/health secondary teacher.

http://www.glencoe.com/sec/health/updateshome/bul_arch/fall03_01.shtml

The Timer – how to really focus!

- ▶ Timers allow you to forget about the time!
You can really focus on the task!
- ▶ Phones, oven ranges, watches, apps for your computer!
- ▶ <http://pomodorotechnique.com/>
 - (not an endorsement – just a suggestion!



Time schedules for a day, week, and month

See next slide

DAILY SCHEDULE

SCHEDULE ENTRY >

For the week of
7/3/2012

TIME	7/2/2012 MONDAY	7/3/2012 TUESDAY	7/4/2012 WEDNESDAY	7/5/2012 THURSDAY	7/6/2012 FRIDAY
6:00 AM		Leave for cabin			
7:00 AM					
8:00 AM	Take medicine				
9:00 AM					
10:00 AM			Downtown parade		
11:00 AM					Family BBQ
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					

← The details


The big picture



2017 OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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	31				

Organizational Skills

Organization (we will focus on papers and electronics)

- ▶ Organization is the ability to create and maintain systems to keep track of information and materials.
 - ▶ This is a skill that can be taught and can improve.
- 

How well are you organized?

- ▶ Do the statements on the next slide describe you?



Where we may want to be!

- ▶ I am an organized person.
- ▶ I like to keep my work area neat and organized.
- ▶ I am good at maintaining systems for organizing my work.
- ▶ My backpack and notebooks are organized.
- ▶ My desk or workspace at home or school is tidy and organized.
- ▶ I keep my bedroom and locker tidy.

For Adults...

For Students...

Where we might be right now...

- ▶ I am not an organized person.
- ▶ It is difficult for me to keep my work area neat and organized.
- ▶ I am not good at maintaining systems for organizing my work.
- ▶ My backpack and notebooks aren't organized.
- ▶ My desk or workspace at home or school is a mess.
- ▶ I have trouble keeping my bedroom or locker tidy.

For Adults...

For Students...

What can really irritate us! We don't always have the same skills and perspective! Things to consider....

A) You may both very organized!

B) The highly organized individual ends up in conflict with the unorganized individual.


C) Both individuals are unorganized. This can create a tense environment.



What needs to be organized?

- **Physical Space**
- **Electronic Files**
- **Papers!**
- We need to set specific **goals** – Plan a set of tasks to accomplish what needs to be done.
- We need **Time** – finding time to do this work We need **physical tools** – ways to handle all the papers
-
-

About goals....


- ▶ Think small. Set up small goals. Need to clean your room? Focus on one bookshelf or one corner at a time. Reward yourself when you finish each goal.
 - ▶ Set a timer, and work on a chore or task for just 10 or 15 minutes at a time.
 - ▶ Say, "I choose to" instead of "I have to." We often rebel when we feel we "should" do something.
 - ▶ Jump in! Stop waiting for the right moment or talking about what you're going to do, and do it!
- 

About time.....


- ▶ 1) Set a goal
- ▶ 2) Set aside time
- ▶ 3) Give yourself one good reason to do this!
- ▶ 4) Maybe – a reward? 😊

Set Goals for success:

▶ Goals

- Deadlines – When do I need to complete all homework/projects? Use weekly planner to schedule.
 - Grades – What is my grade goal for a class? Organize to be successful on completing projects, quizzes and tests.
 - Required tasks for graduation: When do I need to complete all work for the Senior seminar? Find out the deadlines for completing college apps, FAFSA, and scholarship forms.
- 

How to achieve goals

1. Try Backwards planning. Set a goal and date for completion of task. Work back to set guidelines to complete parts of project.
 2. Create a timeline for events to get to that goal. Give yourself more time than you think you need.
 3. Set small goals to reach the larger goals.
- 

Physical Space for Materials

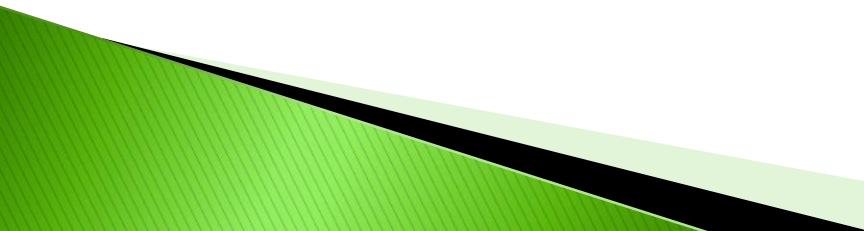
- ▶ Desk with drawers
- ▶ Door resting on file drawers/boxes
- ▶ Turn an unused closet into a desk/office.
- ▶ Unused spaces for storage – under stairs, unused cabinets, elevate the bed with bed risers




ten smart ideas for family organization

Visit Pinterest!


Tools to manage paper

- Use sticky notes and permanent pen to label folders and boxes.
 - Binders with dividers for school and storage.
 - Accordion file holders and files in a box or file cabinet.
 - Box at home with files for non-current paper storage for each class. Copy paper boxes – can store all kinds of things
 - Just another hint: Hang a clear, plastic shoe bag over your bedroom door, and use it to place little items that can end up as clutter.
- 


Use time to your advantage to manage your papers

- Date your paperwork when you get it.
 - Stay current in what goes to school by checking teacher websites and school calendar.
 - Take time to organize the papers by subject and date and even the type of paper (notes, problems, project).
 - Unfold and organize handouts in binder or folders; punch holes in handouts for binder.
- 

Other ways to successfully organize:

- ▶ Clean out your locker/backpack every Friday. Take loose papers home to sort and organize.
 - ▶ Take a few minutes every day to straighten up your desk at home. Keep the supplies you need to study on your desk.
- 

Benefits of organization...

- ▶ Higher test scores
 - ▶ Credit for classes
 - ▶ Less parental hassle!
 - ▶ Less stress
 - ▶ More sleep
- 

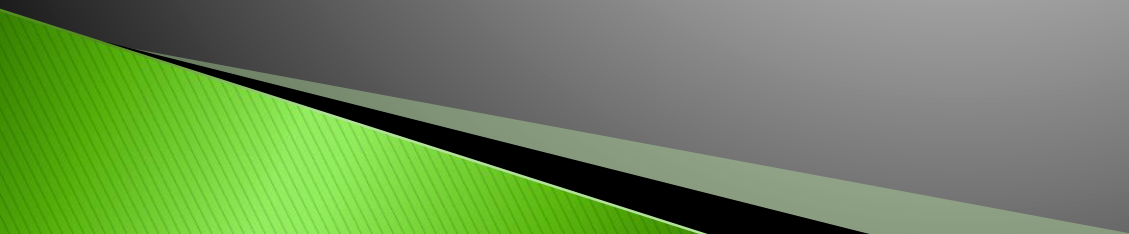
Also...

- ▶ Make your lunch, and set out your clothes and items needed for school the night before.

Back to Procrastination...

- ▶ Do the worst things first. Study for your hardest class or do a chore you dislike to get it out of the way.

Organization for College Planning and Applications



College Crate

Organize for the college admission process.

Electronic Files – You will have a need to create computer files of information now that most colleges are registering electronically.

Paper organization for college: Find a plastic crate designed to hold hanging file folders. If you don't have one around the house, they are available at office supply and discount stores.


Set up folders: next slide




College Crate – info to collect

- Personal Information
- Academic Information
- Career Information
- College Planning
- Personal Accomplishments
- Academic Résumé
- Standardized Tests (PSAT, SAT, ACT, AP, etc.)
- College Admission Essays
- Interviews
- Letters of Recommendation
- Scholarships
- Financial Aid
- NCAA
- Military/ROTC
- Passwords


How to Manage your emails from college...

- ▶ Set up an email folder for “A” colleges you really want to attend.
 - ▶ Set up an email folder for “B” colleges you might attend.
 - ▶ Set up an email folder for other colleges you want to know more about.
 - ▶ Delete emails from colleges you have no interest in!
- 

Study Skills... a brief overview

- ▶ How do you learn and retain/process information?
 - ▶ What can you do?
 - ▶ What can adults do to assist students?
- 

Study Skills...how do we learn?

- ▶ We use our working memory to learn new things (can only keep 4 things in there). We use our background memory to hardwire that information.
 - ▶ Practice and repetition needed to get information in our background memory. Do a little bit every day for more success.
 - ▶ Break information up in “chunks” to learn and review.
 - ▶ We need to learn the chunks to create a big picture idea. Big picture helps you see where all the pieces fit together.
 - ▶ Mixed practice – helps hardwire learning and more success in tests. 7 exposures to learn a new skill.
- 

What can we do? Taking Responsibility for Learning

Students need to consider:


- What am I doing to learn the material?
- Take notes, highlight notes, review notes, and summarize notes! What can I take from today's lesson that I will use? Summarize the major ideas of a lesson in class.
- How do I learn best?
 - No electronics when studying – we do not “multi-task” – electronics interrupt hard wiring of new material. A little background music is okay if it helps with focus.
- What changes do I need to make to improve my learning? What distractions prevent me from learning?

Stay off of social media while studying. Period.


Study Skills – timing is everything...

- ▶ Cramming the night before does not put information in your long term memory – this takes repetition and routine review.
- ▶ Sleep on it! Some problems get solved in our brains while we sleep, take walks,

Homework Management Tips – for the adults.....

- ▶ Parental supervision still needed – especially with distraction of electronics. Student responsibility with parental support along the way.
 - ▶ Check that the planner is being used – on phone, paper planner, etc.
 - ▶ Encourage the use of timers, stretch breaks, returning to work quickly!
- 

Last piece of advice for Schoolwork

- ▶ Study your hardest assignments first while you're more alert.
 - ▶ Say no to social invitations if you have to study for an exam or complete a project.
 - ▶ Break large tasks into smaller, more manageable ones. If you have a paper to write, break it down into researching, outlining, and writing.
 - ▶ Chunk your time. If you have two weeks to do an assignment, figure out how much time (plus 25%) it will take. Then divide by the number of days until it's due and do a little bit every day.
- 

Executive Skills links

- ▶ <https://www.understood.org/en/learning-attention-issues/child-learning-disabilities/executive-functioning-issues/key-executive-functioning-skills-explained>
- ▶ <http://developingchild.harvard.edu/science/key-concepts/executive-function/>

Help Resources

- ▶ [“Smart but Scattered Teens” by Richard Guare, Peg Dawson, and Colin Guare](#)
- ▶ [“Smart but Scattered ” by Richard Guare and Peg Dawson \(elementary to middle school focus\)](#)
- ▶ [A Mind for Numbers – Barbara Oakley, Ph.D.](#)
- ▶ <https://bigfuture.collegeboard.org/get-started/inside-the-classroom/8-ways-to-take-control-of-your-time>
- ▶ http://www.glencoe.com/sec/health/updateshome/bul_arch/fall03_01.shtml (Time Management article)

Questions

