

Time Management

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**WE ARE
HUMBER**

This video will highlight:

- The importance of effective and efficient time management
- Strategies for scheduling
- Time management resources and tools

Why is time management important?

Effective time management can increase productivity in all areas of your life and help you find balance.

Postsecondary courses require more self-direction, so it is important to use your time **efficiently**.



Study Time

The guideline is 2-3 hours of study time for each hour in class

- 15 hours of class is a 45 hour work week
- Being a full time student is like having a full time job

How do you ensure you have time to get tasks done?

- Create a weekly schedule and semester schedule

Weekly Schedule

- Commitments
- Flexible activities
- Down time
- Study time

	30 Sunday	1 Monday	2 Tuesday	3 Wednesday	4 Thursday	5 Friday	6 Saturday
						Reading Day	
8:00		Leading Organizations Classroom 150	Decision Analysis Classroom 150	Marketing Classroom 150	Marketing Classroom 150		
9:00							Darden Cup: Soccer The Park
10:00		Decision Analysis Classroom 150	Accounting Classroom 150	Operations Classroom 150	Operations Classroom 150		
11:00						Innovation Challenge	
12 pm		Accounting Classroom 150	Leading Organizations Classroom 150	Leading Organizations Classroom 150	Career Management Classroom 150		
1:00	Innovation Challenge;	Monday's with the Dea	Leadership Speaker S Abbott Center	Bain Q&A - Internship;	Marketbridge Compan Saunders Hall		
2:00							
3:00				Innovation Challenge;			
4:00			Innovation Challenge;			Learning Team Room 275	
5:00		Innovation Challenge;	Reception with Dean E Wilkinson Courtyard				
6:00		EVC Speaker Series: R					
7:00	Learning Team (Dinner) Ryan's House	Learning Team Room 275		General Motors Comp;	Cold Call and Screen on the Green	IBM Comp;	
8:00			Learning Team Room 275	Learning Team Room 275			Dinner with Ambrosini's and Liang's Ivy Gardens
9:00							
10:00							

Semester Schedule

- Master schedule
- Captures everything you need to get done during the semester (15 weeks)
- All tasks, due dates and percentage toward your grade
- Refer to your course outlines
- Prioritize and make adjustments when needed

Resources

Peer Assisted Learning Support (PALS)

North Campus: LRC 3045 & Lakeshore Campus: WEL 105

- PALS offers free learning supports to Humber and Guelph-Humber students
- Access time management resources and tools online
- Information available includes:
 - How to create a weekly schedule and semester schedule
 - Workshop videos
 - Assignment calculator

PALS Tips for Success Webpage



THANK YOU.

Email: accessible-learning@humber.ca