# Time Management

Presented by Jennifer Ricketts, SSE Liaison





LL AR 

#### 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.

### More than just class time...

- Lectures and labs
- Course readings
- Rewriting notes
- Emails
- Meeting with the professor
- Homework
- Assignments
- Presentations
- Group work
- Tests
- Exams
- Research papers



4

#### 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		Classicolli 150	Classicolli 130		Cidssioon 150		Darden Cup: Soccer
10:00		Decision Analysis Classroom 150	Accounting Classroom 150	Operations Classroom 150	Operations Classroom 150		The Park
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 St	Bain Q&A - Internship;	Marketbridge Compan		
2:00			Abbott Center		Saunders Hall		
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	Wikinson Courtyard		Cold Call		
7:00	Learning Team	Learning Team		General Motors Comp	and IBM Comp Screen on		
8:00	(Dinner) Ryan's House	Room 275	Learning Team	Learning Team Room 275	the Green	Dinner with Ambrosini's and	
9:00			Room 275			Liang's	1
10:00						Ivy Gardens	

WE AKE HUMBER

#### **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

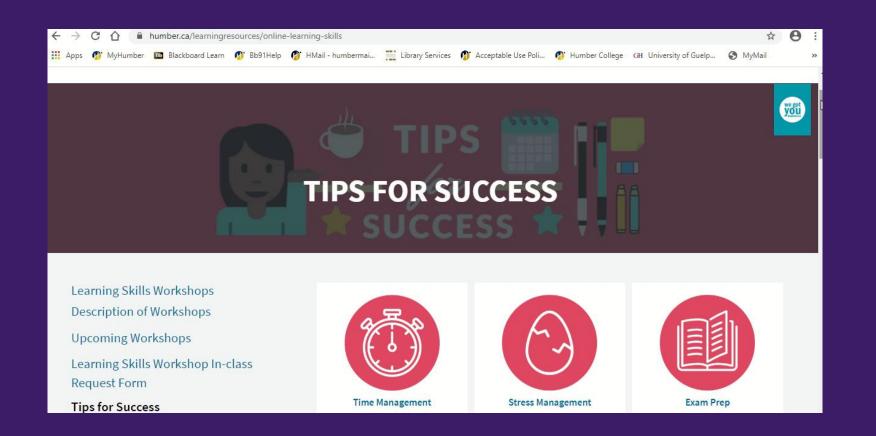
#### Peer Assisted Learning Support (PALS)

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

WE ARE HUMBER

#### PALS Tips for Success Webpage





9

#### THANK YOU.

#### Email: accessible-learning@humber.ca