

## Time Management – Takeaways

**Slide 1:** Now we can talk some about Time Management. Thoughtful time management begins with being able to see your available time. It is important to make your time visual and to explicitly plan out your study time. You may not have ever needed to write out plans for a semester, or a week, or a day – but given the demands of your Jeff program, you probably do now. Do so using a system that is easy to use, that you can keep with you for easy referral, and that you can adjust as needed.

**Slide 2:** Once you can see your available time you can be realistic about what you can accomplish each day, and you can make better decisions about how to plan a progression of activities in study periods. It is important to plan to both keep up with new information *and* save some time each day for regular practice-based review and self-testing. Again, the goal is to set up a plan that allows for all stages of the study cycle each day – or at least most days.

**Slide 3:** Over the course of a week you can also plan to make sure you are giving yourself enough opportunities to work with new material, to practice, to review – and to not have large gaps of time between study sessions on a given topic.

Your schedule will need to be a balance between the day to day demands of class, lab and other requirements, and thoughtful, engaged, challenging, active study and review. Such a schedule is a full-time commitment.

But good time management also allows for you to plan to take breaks, to eat well, to exercise, and to get enough sleep – all of which are crucial to effective learning.

**Slide 4:** So, planning study sessions can often help overcome procrastination – it is easier to get started if you know exactly what you want to do when you get to work – and it can help you be more productive. Get in the habit of planning a progression of activities; think about how long each should take; plan for breaks; and keep track of what you get to, and what you don't and what priorities emerge from the work you are doing. These notes can help you plan future sessions. Developing habits of such planning – habits of metacognition (thought about what resources to use and what practices will help) – will make you more productive.

**Slide 5:** This example of how you might progress through an admittedly long study session (this example covers several hours) can give you an idea of how to set up a balance and progression of focused work, practice and review that is interspersed with breaks. Again the goal is to create opportunities to think about best strategies – if you do, you'll make better decisions and work more effectively.

**Slide 6:** Some takeaways then – Develop the habit of planning your study time, and to do so explicitly: write it out. Such planning will include choosing the best resources for the stage of study, and I want to encourage you again to always be on the lookout for questions, problems, case histories, learning objectives and different ways to test yourself. Push towards challenge as soon as possible to allow for time to develop mastery of new material. And give yourself multiple passes or opportunities to work with new material that you are learning.

**Slide 7:** Please plan to visit with us to discuss the details of any and all aspects of time management and active study strategies. We are happy to work one-on-one or with small groups to address particular issues or questions. We are here to help throughout your study at Jefferson – and we hope to help you develop lifelong strategies for learning.