

# Developing Smart Study Skills & Time Management

Good Study Habits  
Produces Good Grades!



# Study Tips!

- **Set a regular time to study**
- **Remove distractions**
- **Have necessary supplies**
- **Record assignments in an assignment book or on a calendar**

# Study Tips!

- Take notes in class
- Manage your time
- Study for tests



# Find A Good Place To Study!



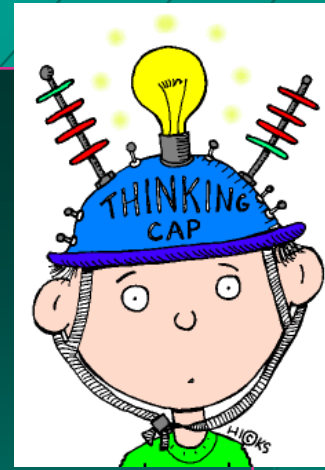
- ✿ This means a desk with nothing on it except what you need for the task you're on: **STUDYING!**
- ✿ Have a regular time and place for studying.

# Make sure you have the following!

- Clock
- Eliminate all distractions
- Computer (optional)
- Wear your glasses (if you are suppose to)
- Good Health
- Something to drink (if needed)



# Before Class!



- ❖ Think about what the class is going to be about
- ❖ What were the main points covered in the last class
- ❖ Review what your assignment was for the class
- ❖ Have your Homework Assignment out on your desk – ready to turn in.
- ❖ Prepare for every subject in this manner.

# During Class!

- ❖ Does your general knowledge provide any information about the subject being taught?
- ❖ What comes to mind during the instruction that may be helpful?
- ❖ Concentrate on the subject being taught
- ❖ Take notes on the main points



# After Class!

- ❖ Review your notes and think about what was covered in class.
- ❖ Some people like to rewrite their notes as they study.
- ❖ Some people like to underline and highlight important ideas and vocabulary.





# Learning to Listen!

- ❑ Good listening means you are paying attention.
- ❑ Try to hear what is said, not what you want to hear.
- ❑ Think “around” the topic and “between the lines”.
- ❑ Relate it to what you already know.
- ❑ What is the main point?



# Learning to Listen!

- ❑ What is likely to be on the test?
- ❑ What is the teacher going to say next?
- ❑ Listen carefully to the assignment and write it down in your assignment book.
- ❑ Listen for these essential phrases from the teacher: “This is important...”  
“It is essential that you know....”

# Time Management



# Time Management

- 1 The Present
- 2 86,400
- 3 Tick When I Should Tock?
- 4 Am I Working My “A’s” Off?
- 5 Conquer Procrastination
- 6 Pacing
- 7 Take the Offensive With a Planner
- 8 Be Realistic in your Expectations
- 9 Is The Jar Full?
- 10 Be the Bunny

# 1. The Present



Yesterday is History

Tomorrow's a Mystery

But Today is a Gift

That's Why They Call it

**The Present**

# **Time is a Non Renewable Resource**

**Once it is gone, it is gone.**

**You will never see this  
moment again.**

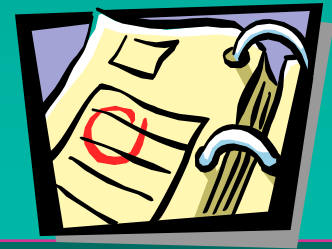
# What's your "LQ"

## Leisure Quotient?

- Sometimes we just don't realize how much time we spent in non productive ways.
- Here are some examples of leisure:
  - Visiting between classes
  - Listening to CD's
  - Watching tv
  - Daydreaming
- What others can you think of?

# Finding your LQ

- For the next week, keep a close record each day of how much time you spend on leisure activities.
- Divide this number by 960\* minutes to get your “LQ”.
  - \*960 minutes equals 16 waking hours per day.
  - Leisure activities are important to help you recharge, but too much can be detrimental.





**2. 86,400**

## 2. Eighty Six Thousand Four Hundred

### ■ Picture this:

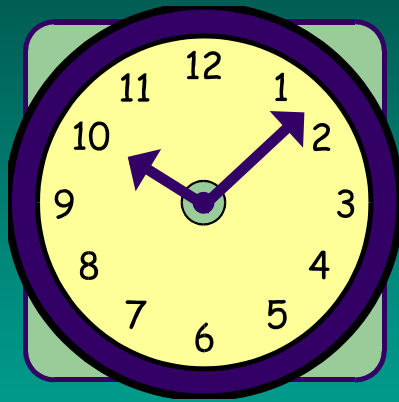
- Each day your bank deposits **\$86,400** in your checking account.
- There's just one catch.
- You have to spend it all in one day.
- You can't carry over any money to the next day.



# What would you do?



- DUH?
- You'd spend it all, Right?



24 hours per day

X

60 minutes per hour

X

60 seconds per minute

=

**86,400 Seconds**

## Every Second Counts

- Spend every second in an efficient and productive way
- If you fail to use the day's deposits, the loss is yours.

### **3. Tick When I Should Tock?**

# 3. Am I trying to Tick when my Body Wants to Tock?

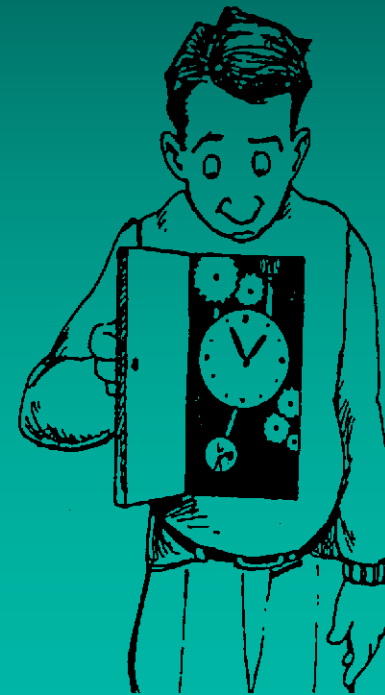
## Circadian Rhythms

Circadian rhythms are internal biological clocks that regulate many functions and activities.

About every 24 hours our bodies cycle through metabolic and chemical changes.

These Circadian Rhythms are reset by sunlight each morning.

Whether you are a “Morning Person” or a “Night Owl” is determined by these cycles.



# Maximize your Efficiency

Work With Your Body Cycles-not Against Them

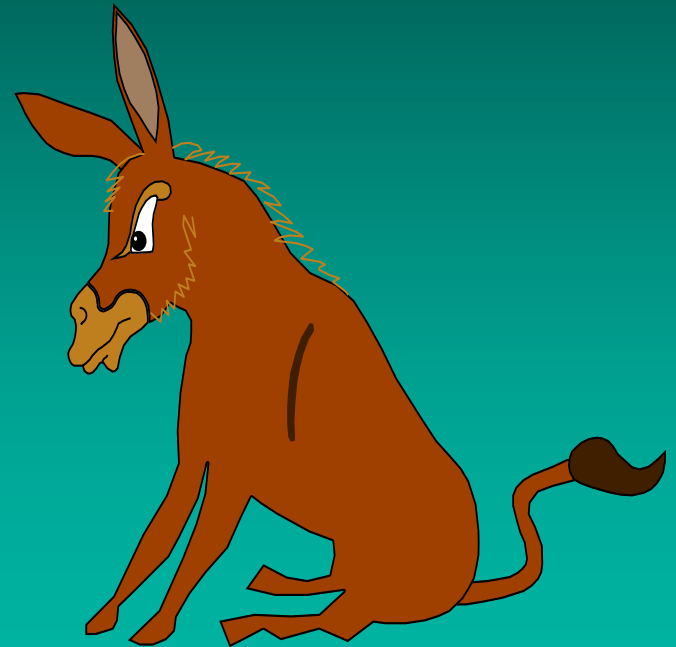
- If we learn to listen to our bodies, we can work with these natural rhythms instead of fighting them.
- We can make more efficient use of our time by scheduling certain activities at certain times of the day.



## 4. Am I Working My “A’s” Off?

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- Economist Vilfredo Pareto identified the 80/20 Rule.
  - In any list of tasks, 80% of the importance lies in 20% of the list.



# How would prioritize this list of daily tasks?

Write the underlined word of the tasks  
which would be on your

“A” List

“B” List

“C” List

Buy laundry detergent.

Write a eight page essay for English.

Prepare for a Biology quiz.

Dust the videos on the bookcase.

Review for midterm test that counts for 50% of grade.

Schedule an appointment with a Professor.

Complete a journal entry.

Email a high school friend on another campus.

Shop for a new pair of athletic shoes.

“Armor-al” the dashboard of the car.

# Are you working your “A’s” Off?

or

## Do You Have C-Fever?

### “A” LIST

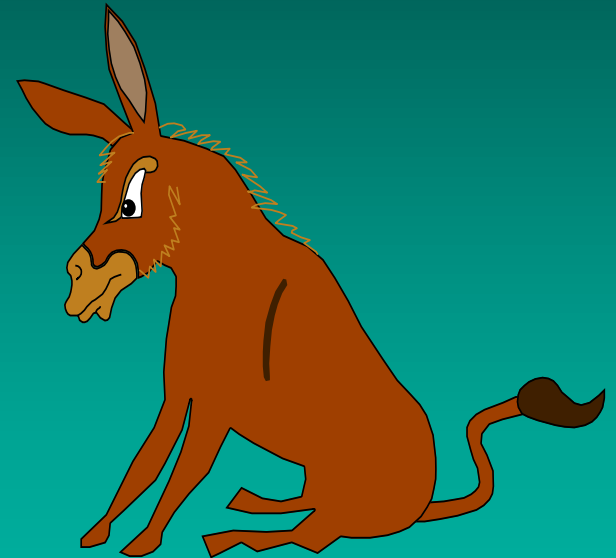
- 1 *Midterm test that counts for 50% of grade.*
- 2 *Write a eight page essay for English.*

### “B” LIST

- 3 Prepare for a quiz in Biology.
- 4 Schedule an appointment with a Professor.
- 5 Complete a journal entry.

### “C” LIST

- 6 Buy laundry detergent.
- 7 Dust the videos on the bookcase.
- 8 Email a high school friend on another campus.
- 9 Shop for a new pair of athletic shoes.
- 10 “Armor-al” the dashboard of the car.



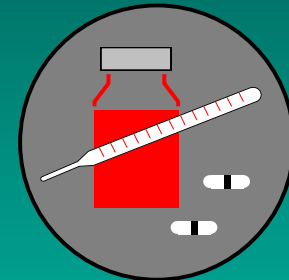
# 5. Conquer Procrastination

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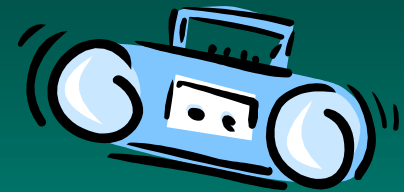
## ■ Why is “C” fever as common as the cold?

– The “A” tasks may :

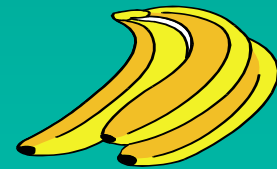
- Produce minimal endorphins
- Be too lengthy
- Be too difficult
- Be too threatening because of the possibility of failure



# It's All about Endorphins - The Feel Good Hormone



- **Develop a Conditioned Response to the Tasks you Procrastinate**
- **Set a goal to complete a task/project**
- **After completing the task, reward yourself with something that is pleasurable for you**
- **The body releases endorphins- the feel good hormone**
- **Over time with repetition, you will come to associate feeling good with completing a task/project**
- **You won't procrastinate as much**



# 6. Pacing



## 6. Pacing

**Athletes know the phenomenon of running with someone ahead of them to increase their times.**

**The same effect can be achieved with studying and completing schoolwork.**



Because work expands or contracts to fit the time allotted, make pacing work for you by doing the following:

**Estimate the time needed to complete a task.**

**Subtract 15% from that estimate.**

**Set a timer to help you reach the goal of completing the task in reduced time.**

# **7. Take the Offensive With a Planner**

## 7. Take the Offensive with a PLANNER

**A planner helps you:**

**See the big picture**

**Plan ahead to avoid  
“11th Hour” efforts**

**Be time efficient**



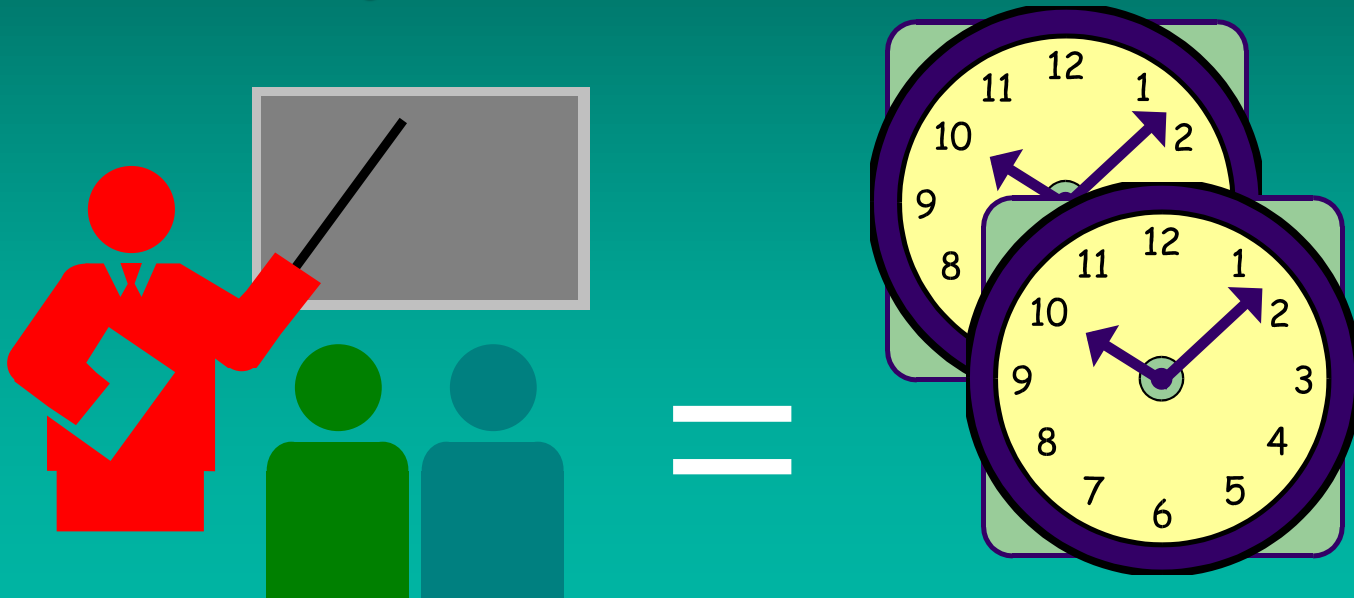
## 8. Be Realistic

- Examine your schedule.
- Be realistic about what you can accomplish.
- Don't try to juggle too many things.
- Don't set yourself up for failure.



# The Two to One Rule of Thumb

- For every hour you are in class, you should study at least two hours



# 9. Is The Jar Full?

- I had a professor that was lecturing on time. At one point, he said, "Okay, time for a quiz." He reached under the table and pulled out a wide-mouthed gallon jar. He set it on the table next to a platter with some fist-sized rocks on it. "How many of these rocks do you think we can get in the jar?" he asked.





■ After we made our guess, he said, "Okay. Let's find out." He set one rock in the jar . . . then another . . . then another. I don't remember how many he got in, but he got the jar full. Then he asked, "Is this jar full?" Everyone looked at the rocks and said, "Yes."





■ Then he said, "Ahhh"  
He reached under the table and pulled out a bucket of gravel. Then he dumped some gravel in and shook the jar and the gravel went in all the little spaces left by the big rocks. Then he grinned and said once more, "Is the jar full?"

■ By this time the class was on to him. "Probably not," we said. "Good!" he replied. He reached under the table and brought out a bucket of sand. He started dumping the sand in and it went into all of the little spaces left by the rocks and the gravel. Once more he looked and said, "Is this jar full?" "No!" we roared.



■ He said, "Good!" and he grabbed a pitcher of water and began to pour it in. He got something like a quart of water in that jar. Then he said, "Well, what's the point?" Somebody said, "Well, there are gaps, and if you work really hard you can always fit some more things into your life."



**"No," he said, "that's not really the point.**

**The point is this:**

**Put the  
Big Rocks  
in First**





## 10. Be The Bunny

Just Keep  
Going  
And going  
And going  
And going  
And going...