


University Seminar: Psychology Edition


Chapter 2: Time Management
Dr. Jeffrey Leitzel



Overview/Outline

- Time as a resource
- Procrastination
- Planning
- Goal-setting
- Strategies for scheduling
- Studying/managing semester workload
- Analyzing our time

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Time is a finite resource

- 24 x 7 hours per week = ?
- Exactly the same for everyone
- Non-renewable resource
- Time seems to pass at varying speeds
- Targeted weekly hours for various categories of behaviors

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● ● ● | **Procrastination: A common problem**

- Identified often
- How does this create problems for us?
- Often are not deliberate about planning
- Do you use a planner?
 - Calendar?
 - To do lists?

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● ● ● | **ABC Daily To-Do's**

1. Brainstorm: Write down everything you want to accomplish tomorrow
2. Estimate the time for each task
3. Rate each task by priority
 - A's are most important
 - B's are important but not urgent
 - C's do not require immediate attention
4. As you complete tasks, cross them off your list
5. At the end of the day, evaluate your performance

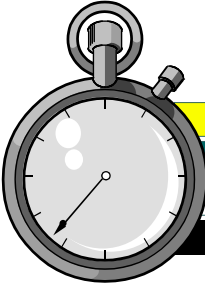
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● ● ● | **Goal Setting for Courses**

- What are your grade expectations?
- What GPA would you like to have?
- Why discuss in the context of time?
- Simple rule of thumb formula
- Grades are a function of effort expended
- **Effort = Time**

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● ● ● Strategies for Scheduling

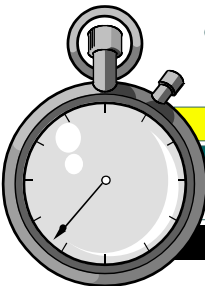


○ Schedule fixed blocks of time first

- Classes
- Work Schedule
- Eating
- Sleeping

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● ● ● Strategies for Scheduling



○ Schedule for real life

- Time for errands
- Time for fun
- Realistic goals
- Flexibility

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● ● ● Strategies for Scheduling



○ Schedule study time wisely

- 2+ hours for each hour in class
- Avoid marathon study sessions
- Set clear start and stop times
- Plan for the unplanned

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Studying

- Distributed vs. massed practice
- Study difficult subjects first
- Be aware of your best time of day
- Use waiting time
- Use a regular study area
- Study where you'll be alert
- Use a library
- Pay attention to your attention

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Managing workload effectively

- Keep track of exams, quizzes, homework assignments, papers
- Again, use a calendar
- Identify time where a lot of work will cluster
- How to handle?
- Breaking through procrastination

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Typical first year student profile

Activity	Hours per day
Class time	3
Studying	3
Employment	0.25
Idle leisure	3
Social	2.25
Travel between classes	1
Eating	1.5
Grooming	1
Resting	6.5
Recreation	1.5
Other	1

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Time logs

- Where does our time go?
- Are we happy with how we spend it?
- What do our time usage habits say about what is important to us?
- Break our time logs into categories on the handout
- Compare with targets

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