

TIME MANAGEMENT

Time: we all need more of it.

In lieu of a time-machine, the Drexel University Center for Learning and Academic Success Services (CLASS) shares a few time management tips and tools to make your projects, assignments, and goals less stressful and more achievable.

Get a handle on Drexel's quarter system

Drexel's academic year is comprised of **four 10-week quarters**.

Each quarter moves quickly. So time management and organization before and during the 10-week period remain vital.

Develop a **pre-quarter routine** to get organized that involves reviewing the academic calendar for specific dates, ordering your course required text books and identifying your support network.



Identify possible resources

Find time management resources right **inside the virtual classroom**:



Professors



Classmates



Course Materials

Drexel's **Center for Learning and Academic Success Services** provides tools and resources for traditional and online students, including:

Academic skills workshops:

ongoing workshops throughout the course of the year. Each workshop is done twice live, once in person and once online.

Academic coaching:

this service is not to be confused with tutoring or curriculum specific content. Academic coaching is about the skills behind the skills—learning how to learn. It helps answer questions like:

How do I manage my time?

How do I study effectively for an exam?

How do I approach multiple choice questions?

How do I plan out writing an essay?

Time management and project management overview

Start managing your projects as soon as you receive your syllabi. Know when your assignments are due, dates for your exams, what materials they will cover and what the format(s) will be.

Manage your time. Build your schedule and block out study time. Putting in some time organizing and planning upfront can save you a lot of time in the long-run.

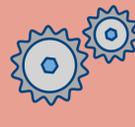


Make a plan

Build your own toolkit of resources that work best for you; different tools work well for different circumstances.

Check in from time to time to make sure your plan is working. If not, try a different approach.

Everyone has different learning preferences, ways of studying and time commitments. Find what works for you.



Tools to organize your time

Hourly planner: Allows you to carefully plan out your day in hourly increments to determine if your time is well spent.

Quarter calendar: Academic calendar that lays out start and end dates per 10-week quarter, holidays, and other academic related events.

To-do list: Four quadrant method that allows you to rank and prioritize. This ranking system only works if you continuously revisit it.

The Four Quadrant Method



	Due Soon	Not Due Soon
Important	1	2
Less Important	3	4

Project management strategies

Deliverables Checklist: You can easily transfer assignments from your syllabi into a checklist of deliverables, in order to track the progress of projects and assign self-imposed deadlines. The checklist can also allow you to work backwards from a due date and can answer questions, such as:

What needs to be done?

How long is it going to take?

When is it due?



The "4 D's" can be applied to any assignment, from a paper to a lab project.

Define: Use the syllabus, assignment sheet and other resources to determine what is being asked of you.

Design: Come up with a plan on how to approach the assignment.

Develop: Do the work.

Deliver: Submit the assignment in the format requested.

Online tools

Apps ↓

Organization: Tools that allow you to make planners and lists, or that let you download materials to read offline.

Wunderlist

Pocket

Time Management: Timers or alarms that you can set to remind you about due dates or to break up studying.

Pomodoro Time

Academic Resources: Tools that allow you to make planners and lists, or that let you download materials to read offline.

Quizlet

Khan Academy

Working in Groups: Tools that let you share documents or screens, so that you can write/edit/create jointly from different places.

Slack

Google Docs

Dropbox

Note Taking: Tools that help you take or organize notes.

Evernote

OneNote

Sleep and Productivity: Tools to help you sleep better, relax, and build good habits. Try white noise generators and sleep trackers.

Good Habit Maker