

# 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.

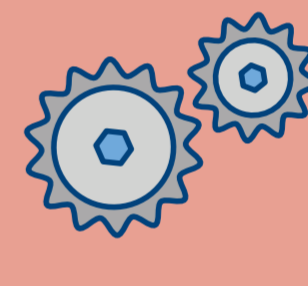


## Make a plan

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