

STUDENT HANDBOOK AND DAY PLANNER



2013-2014 Academic Year



GBC Student Government Association
www.gbcnv.edu

TIME MANAGEMENT – DEFINITION

One of the keys to a successful college career is to have good time management.

By definition, time management is the effective selection of the best task from all those available and completing it to the best of your ability. Making the right choices about how you spend your time is the most important decision for you to make. The big payoff is that you can have control of your life. Getting control starts with planning. The following page is devoted to assisting you with planning your time schedule for college.

Unlike the formal structure of a high school schedule, much of the time in a college schedule can be very unstructured. You and you alone can control the schedule that you choose. Many selections of the same class are offered at various times of the day. It is up to you to select the time you want to attend a section of a particular class. It is possible to arrange your schedule so that you attend school on selected days of the week. **In other words, it is not mandatory for you to go to school Monday through Friday.**

Because of the flexibility involved in your college schedule, it is important to include other aspects of your life in your planning such as work, family, commitments, and recreational activities. In fact, you are encouraged to take into consideration all aspects of your life when planning your college class schedule.

Planning study time is a key step to academic success. Most college classes require far more study time than high school classes do. A general rule of thumb to follow when setting a time schedule for each class is **plan on two to three hours of study per week for each hour of class.** For example, a three-hour class may require up to nine hours of study per week.

<u>If you work:</u>	<u>Take no more than:</u>
40 hours per week	6 credits
30 hours per week	9 credits
20 hours per week	12 credits
5 to 15 hours per week	14-16 credits

Blank time management schedules are provided for you on the following pages. Please use them. More importantly, revise your schedule once the semester begins if it is not meeting your needs. Effective time management plays a key role in your success at GBC. **Please see a counselor if you are having difficulty with your planning.** The phone number for an appointment with a counselor is: Elko 775.753.2168, Ely 775.289.3589, Winnemucca 775.623.4824, Battle Mountain 775.635.2318, and Pahrump 775.727.2000. Remember that your success in college is important to us, and we are here to assist you.

TIME MANAGEMENT WORKSHEET

Goals of Time Management

1. Be Organized
 - a. Use calendars, “to do” lists, email, answering machines, file folders
 - b. Have an organized work place
2. Plan Ahead (Schedule it and it will happen)
 - a. Determine how long your tasks will take and schedule it
 - b. Try to combine activities
 - c. Determine if big tasks can be broken down into smaller tasks
 - d. Identify “best time” for studying and use these “power times” for studying and “down times” for routine activities
3. Prioritize your tasks
 - a. Use an A-B-C rating system for items on your “to do” lists with A item being highest priority
 - b. Set goals for both the short term and long term
 - c. Look at your “to do” list to gauge the time requirement for each item and whether additional resources will be needed to accomplish them
4. Avoid Overload and Take Care of Yourself
 - a. Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule (College is more than studying. You need a social life, yet you need to have a balance in your life.)
 - b. Make sure you get plenty of sleep and eat properly
 - c. Don’t put everything off until the last minute
 - d. Don’t be a perfectionist
 - e. Learn to say NO
5. Practice Effective Study Techniques
 - a. Have an appropriate study environment
 - b. Study difficult subjects first
 - c. Split large task into more manageable tasks (Use distributed learning and practice, study in shorter time blocks with short breaks between.)
 - d. Read for comprehension, rather than just to get to the end of the chapter
 - e. Be prepared to ask questions as they come up during study, rather than waiting until the last minute to complete your projects
 - f. Read the syllabus as soon as you get it and note all due dates on your calendar
 - g. Be a model student! (Be attentive and participative in class, and punctual, prepared and eager to learn.)

6. Be Flexible
 - a. The unexpected happens (sickness, car troubles, etc.). You need to be able to fit it into your schedule
 - b. Know how to rearrange your schedule when necessary (so it doesn't manage you, manage it)
 - c. Know who to ask for help when needed

7. Have a vision (why are you doing all of this?)
 - a. Don't forget the "big picture" - Why are you doing the task? Is it important to your long-term personal goals?
 - b. Have and follow a personal mission statement (personal and career). Are your activities ultimately helping you achieve your goals?
 - c. Know what is important to you and what you value most?
 - d. Have a **POSITIVE ATTITUDE!**

How Will I Spend My Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

TIME MANAGEMENT SCHEDULE

TIME	M	T	W	TH	F	SAT	SUN
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							