

Summer Edge 2024

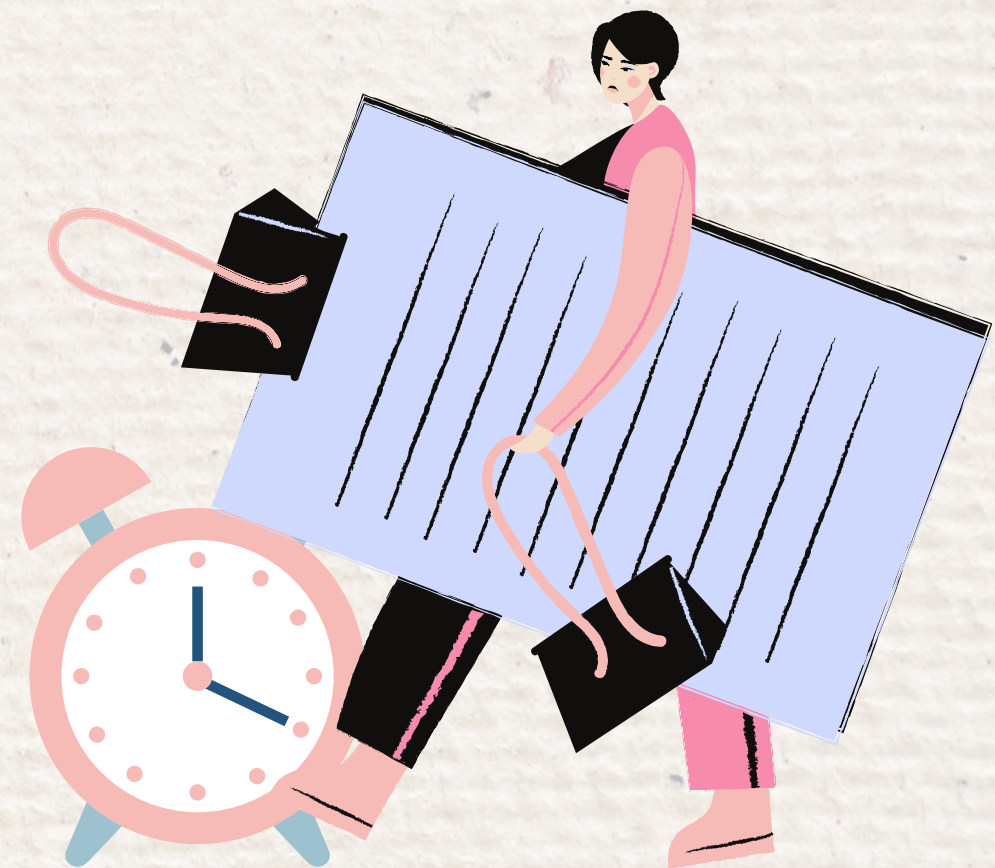
GOALS

# Mastering Time Management

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School of Natural Sciences

To-Do

NOTES



# Learning Goals

- 1 Learn Traits of a Successful College Student
- 2 Learn Best Practices to Manage Time and Tasks
- 3 Learn How to Make a SMART Goal



**What are some things that might impact someone's ability to be successful?**



**Factors that are out of their control...**

**Lack of awareness to resources...**

**They have no clue what they're doing..**

**They Procrastinate...  
Are unorganized...  
Don't put in the effort...  
Lack Discipline...  
Have little motivation...**





# What is Time Management?

“

**Time management is... concerned with making sure that, when you do fit your work into the available time, it is the right work. The most valuable work you can do is the work that helps you meet your core objectives"**

Jay. (2002). Time management. Capstone Publishing.

# Main Takeaways of Time Management

1

Identify the  
time you have



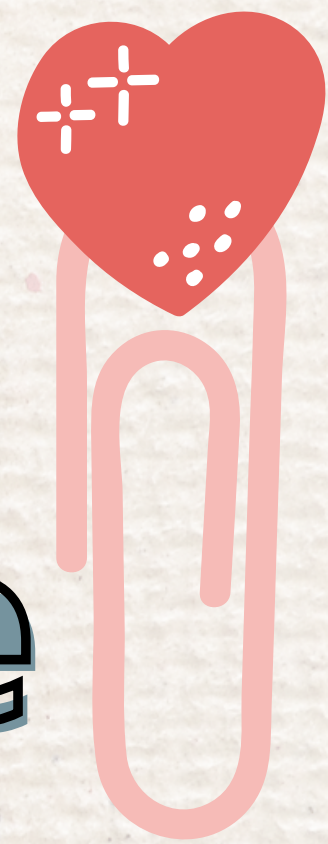
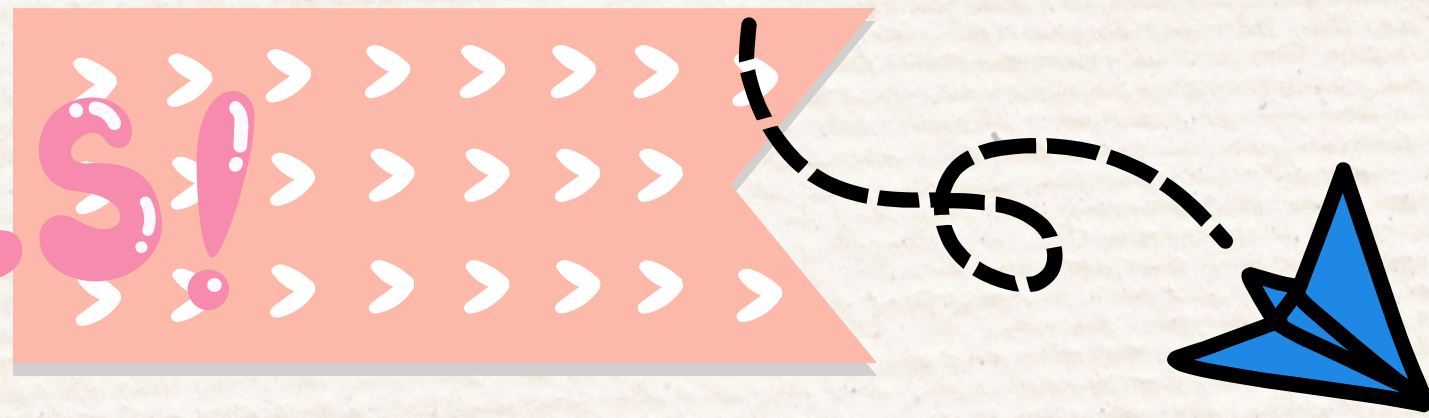
2

Be intentional  
with the work  
you do during  
your time

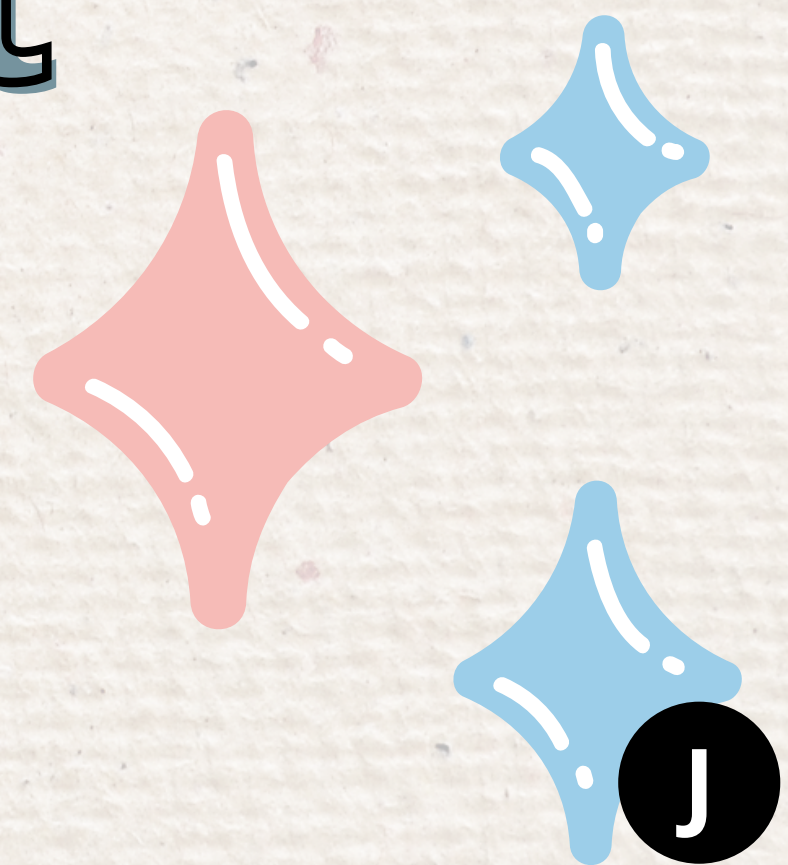
3

Use your time  
effectively to  
achieve your  
goals

GOALS!



# How to incorporate Time Management as a college student using best practices





# Identify your "Set" Schedule

Something you do every week -- your routine. Ex: Courses, lecture etc.

**Extra Step:** Include holidays & set dates (Labor day weekend, registration dates, Financial Aid submission dates)

## Monday

- 9am: Summer  
Edge Course 1

## Tuesday

- 9am: Summer  
Edge Course 2

## Wednesday

## Thursday

- 10am: Summer  
Edge Course 3

## Friday

**Fall  
Registration  
Deadline!**

# Identify Events Happening

Events can be considered as appointments outside of your usual schedule and can be broken into 2 categories: *Academic & Personal*

**Academic:** Workshops, Learning opportunities, etc.

**Personal:** Family events, Health Appts, Self-care, etc.

## Monday

- 9am: Summer  
Edge Course 1

## Tuesday

- 9 am: Summer  
Edge Course 2

## Wednesday

**1PM Time  
Management  
Workshop**

## Thursday

- 10am: Summer  
Edge Course 3

## Friday

**Fall  
Registration  
Deadline**

**6PM Social  
Mixer**

# Identify the Tasks



**Tasks:** Things needing to be accomplished or completed.

*Examples:* assignments, research project, detailed study blocks, submitting FAFSA applications etc.

**Tip:** Prioritize tasks on the urgency it needs to be completed, establish clear boundaries & be CONSISTENT.

## Monday

- 9am: Summer  
Edge Course 1

## Tuesday

- 9 am: Summer  
Edge Course 2

**Math HW-  
Due 3PM** ✓

## Wednesday

1PM Time  
Management  
Workshop

**Read p. 5-15 for  
Writing 7-8 PM**

## Thursday

- 10am: Summer  
Edge Course 3

**Complete  
Essay by 5PM** ✓

## Friday

**Fall  
Registration  
Deadline**

6PM Social  
Mixer

# Identify the "Fit"

Am I doing enough  
or not enough?

How does your schedule articulate into reality?

Are you identifying areas in which you are struggling & need support?

What are you willing to sacrifice or contribute to close the gaps?

## Monday

9AM Summer  
Edge Course 1

## Tuesday

9AM Summer  
Edge Course

Math  
Assignm  
Due 3PM

## Wednesday

Time  
ement

## Thursday

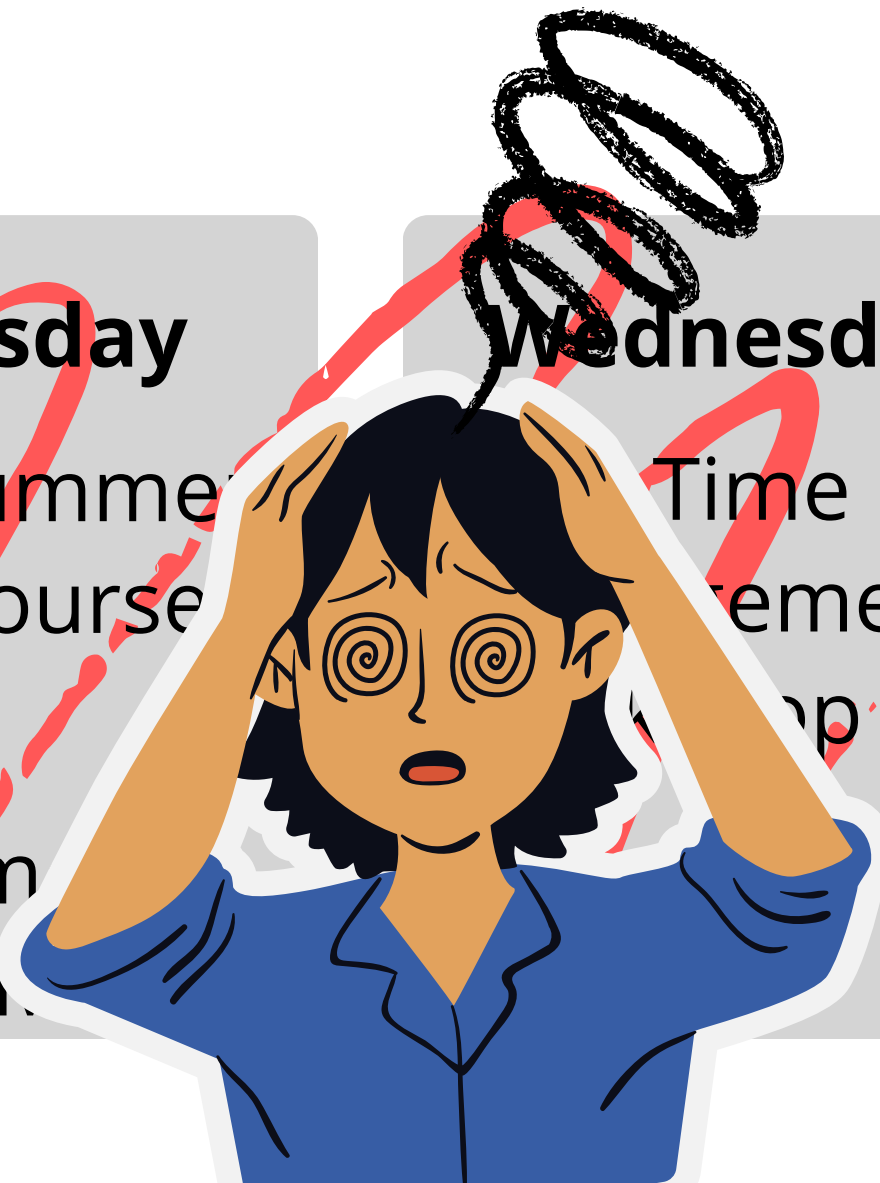
11AM Summer  
Edge Course 3

Essay Due 5P

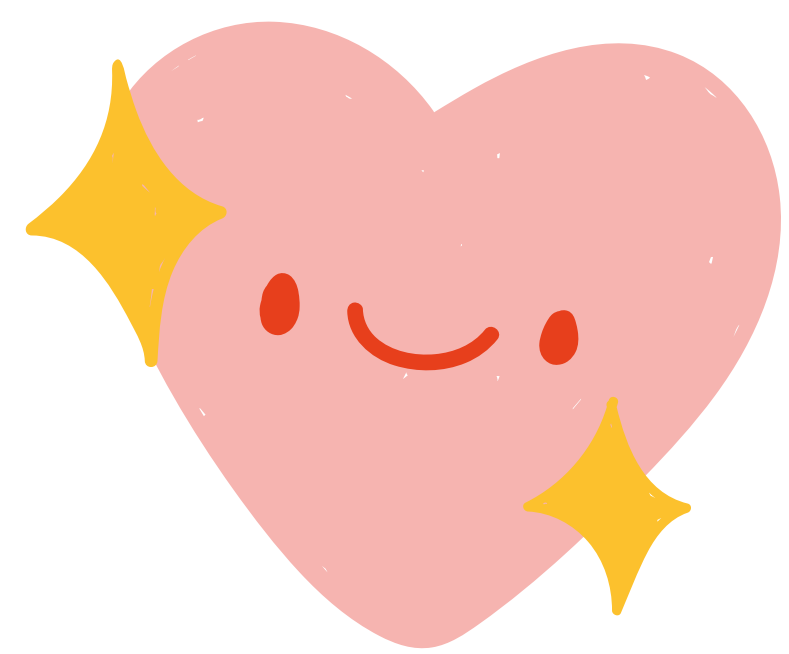
## Friday

Social  
mixer

Deadline to  
register for Fall  
Courses



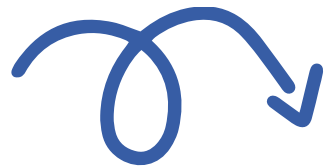
# Identify the "Help"



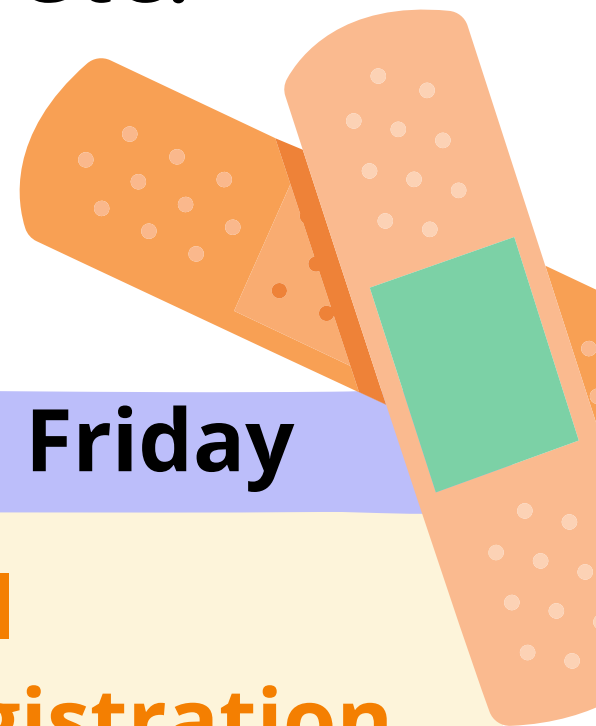
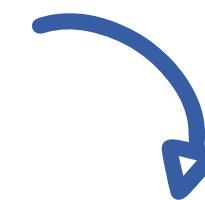
Resources needed to guide you on your journey.

- *Examples:* Tutoring, Professors, Campus resources, Advisor, etc.

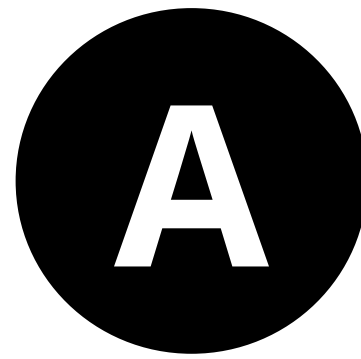
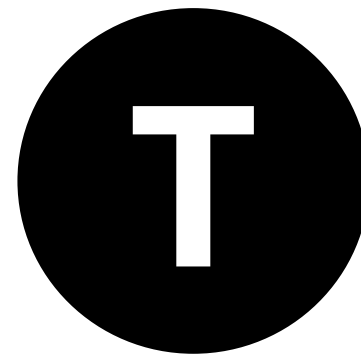
Math Tutoring @ 2PM



Academic Coaching  
Session @ 11AM



Monday	Tuesday	Wednesday	Thursday	Friday
- 9am: Summer Edge Course 1	- 9 am: Summer Edge Course 2	1PM Time Management Workshop	- 10am: Summer Edge Course 3	<b>Fall Registration Deadline</b>
Meet with Advisor, 10AM	Math HW- Due 3PM	Read p.5-15 for Writing 7-8 PM	Complete Essay by 5PM	6PM Social Mixer

SMART

Goals

**Specific (Significant, Strategic)** - Goals should be simply written and clearly define what you are going to do. Explain what exactly--in detail--you want to accomplish.

**Measurable (Meaningful, Motivating)** - Goals should be measurable so that you have tangible evidence that you have accomplished the goal. How will you know when you've reached your goal?

**Achievable (Attainable)** - Goals should be achievable; they should stretch you slightly so you feel challenged, but be defined well enough so that you can achieve them. Think about what resources, skills, and time are needed to reach your goal.

**Realistic (Results-focused, Relevant)** - Goals should measure outcomes, not activities. What is the outcome or change that you expect to achieve?

**Time-bound (Timely)** - Goals should be linked to a timeframe. What can you do now? When will each step be completed?

# Using

# Goals

## SMART

Basic Academic Goal:

**I will study more for Math 005**

**Specific**

I want to try learning support services and **improve my grade in MATH 5.**

**Measurable**

I will improve my grade from a **D to at least a C** in MATH 5 lecture

**Attainable**

I will attend **tutoring sessions at the STEM Tutoring Hub for MATH 5 at least once every week**– that's doable.

**Realistic**

I will attend tutoring sessions at the STEM Tutoring Hub at **least once a week on Tuesdays & Thursdays from 1-2pm**

**Time-bound**

I will attend tutoring sessions on **Tuesdays & Thursdays from 1-2pm starting next Tuesday until the end of the semester.**

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# Using

# Goals

## SMART

Basic Academic Goal:

**I will study more for Math 005**

Specific

Measurable

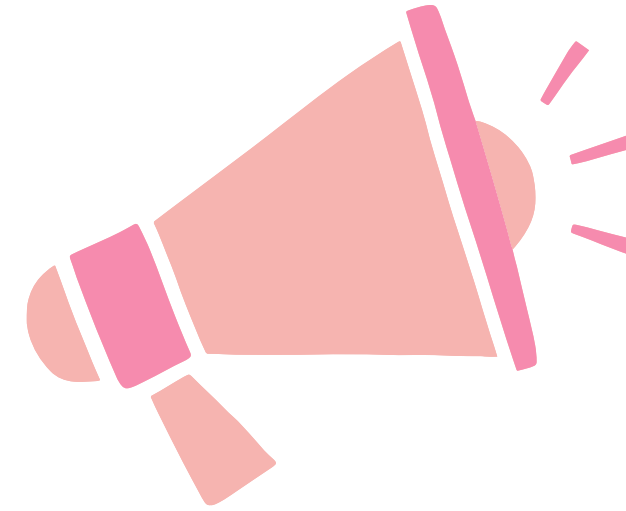
Attainable

Realistic

Time-bound

I will attend tutoring sessions at the STEM tutoring hub for MATH 5 twice a week on Tuesdays & Thursdays from 1-2pm starting next week until the end of the term to bring up my grade from a D to a C in MATH 5. **I will add these activities to my calendar/academic planner to ensure accountability.**





# Questions, Comments & Feedback?

Now it's your time to  
work with time!



# Activity Session

**Using Outlook Calendar, create your own schedule for the next 2 weeks...or more, if you're up for the challenge!**

1. Log into UC Merced Outlook Calendar *(or whatever works for you)*
2. Identify your "**Set**" schedule for July & input it onto Outlook Calendar
  - a. SE24 Courses: Math, Writing, College Readiness
3. Identify "**Events Happening**" & input them onto Outlook Calendar
4. Identify the "**Tasks**" or the goals you need to accomplish

**Extra:** Create a SMART goal using something you want to accomplish by the end of this summer or for the Fall 2024 Semest Semester.er.

# Activity Session

Sunday

Monday

10 a.m.  
Math Class

Tuesday

2 p.m.  
Writing  
Class

Wednesday

10 a.m.  
Math Class

Thursday

2 p.m.  
Writing  
Class

Friday

10 a.m.  
Math Class

Registration  
Deadline

Saturday

# Activity Session

Sunday

7 a.m. Gym

Monday

10 a.m.  
Math Class

Tuesday

11 a.m.  
Advising Apt.

Wednesday

10 a.m.  
Math Class

Thursday

2 p.m.  
Writing  
Class

Friday

10 a.m.  
Math Class

Registration  
Deadline

6 p.m. Club  
Social

Saturday

1 p.m. Time  
management  
workshop

# Activity Session

Sunday

7 a.m. Gym

Math HW  
Due 5  
p.m.

Monday

10 a.m.  
Math Class

Read Pg.  
1-15 for  
Writing  
11-12pm

Tuesday

11 a.m.  
Advising Apt.

2 p.m.  
Writing  
Class

Wednesday

10 a.m.  
Math Class

Essay  
Due by  
5pm

Thursday

Project  
Work  
10am-  
12pm

2 p.m.  
Writing  
Class

Friday

10 a.m.  
Math Class

Registration  
Deadline


6 p.m. Club  
Social

Saturday


1 p.m. Time  
management  
workshop

**What are the habits of a  
successful student?**

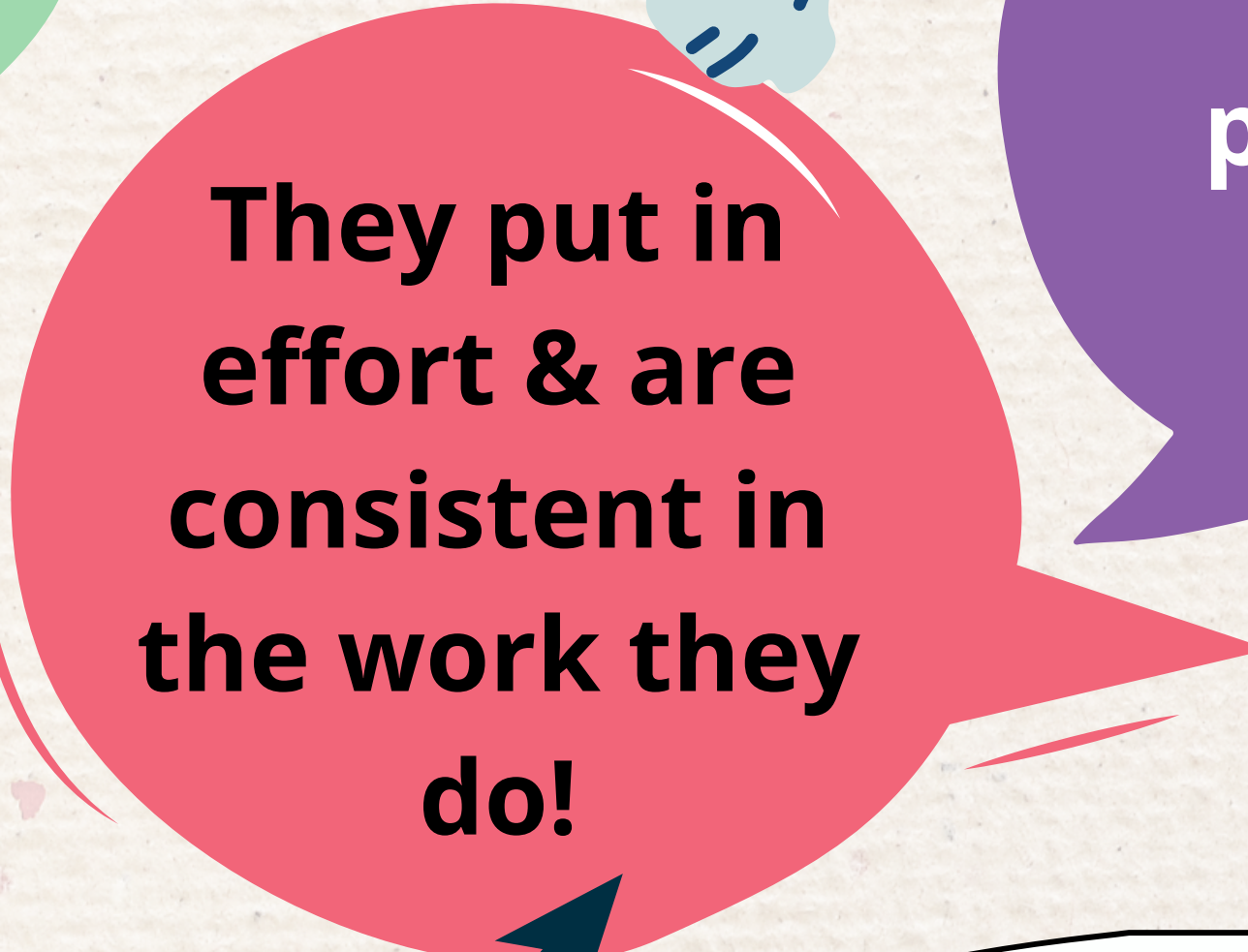




**They set obtainable & relevant goals and plan ahead!**



**They identify problem areas/obstacles!**



**They put in effort & are consistent in the work they do!**



**They know how to manage their time wisely!**



**They seek help & resources!**

**SMART COOKIE**





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Thank  
you!

