

Mastering Time Management

Presented by



School of Natural Sciences
EXCEL! PROGRAM



first. further. **forward.**

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

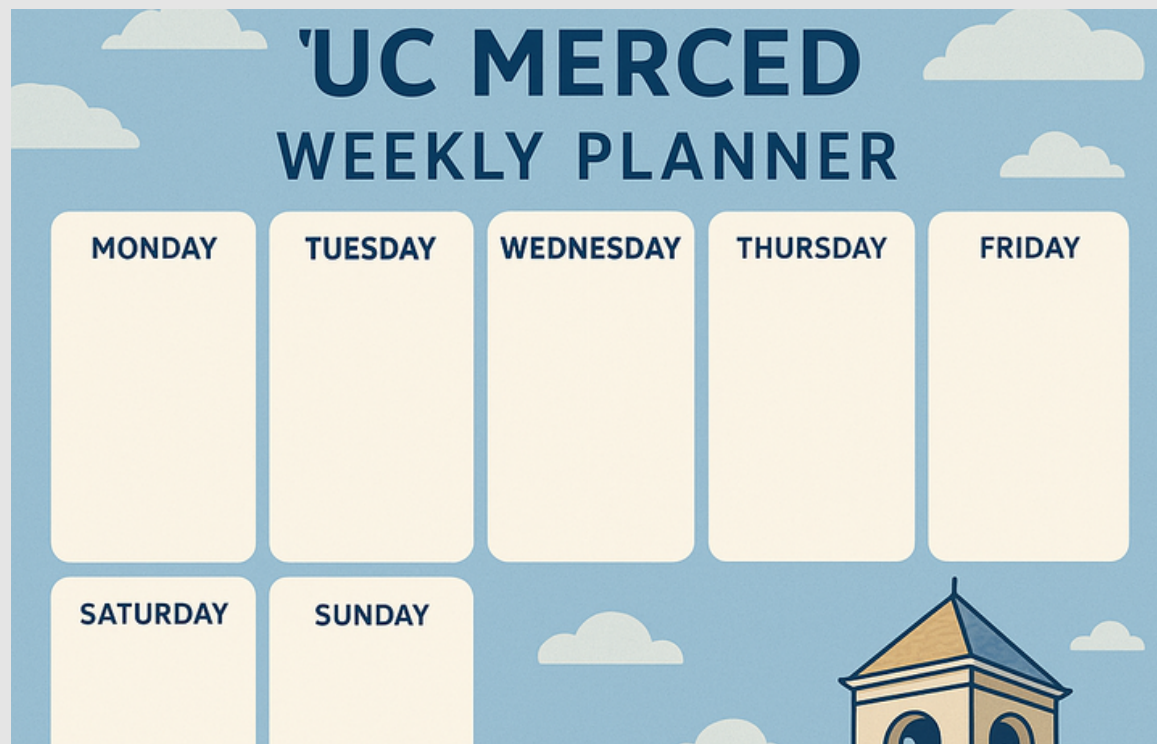
3

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 2
- Math Assignment Due 3PM

Wednesday

- Time Management Workshop

Thursday

- 11AM Summer Edge Course 3
- Essay Due 5PM

Friday

- 10AM 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

- 9am: Summer
Edge Course 1

Meet with
Advisor, 10AM

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



S M A R T 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 SMART Goals

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.**

Using SMART Goals

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 2025 Semester.

Activity Session

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10 a.m. Math Class		10 a.m. Math Class		10 a.m. Math Class	
		2 p.m. Writing Class		2 p.m. Writing Class	Registration Deadline	

Activity Session

Sunday

7 a.m. Gym

Monday

10 a.m.
Math Class

Tuesday

11 a.m.
Advising Apt.

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

6 p.m. Club
Social

Saturday

1 p.m. Time
management
workshop

Activity Session

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 a.m. Gym	10 a.m. Math Class	11 a.m. Advising Apt.	10 a.m. Math Class	Project Work 10am-12pm	10 a.m. Math Class	
	Read Pg. 1-15 for Writing 11-12pm				Registration Deadline	
		2 p.m. Writing Class		2 p.m. Writing Class		1 p.m. Time management workshop
Math HW Due 5 p.m.			Essay Due by 5pm		6 p.m. Club Social	

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!





*Thank
you!*