

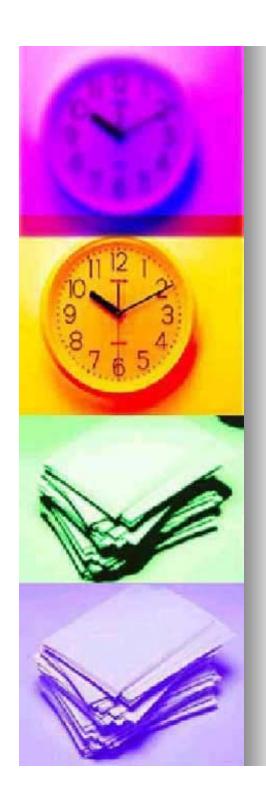
Presented by:

The Collegiate Science & Technology Entrance Program



OUTLINE OF PRESENTATION

- How can I best manage my time?
 - Exercises will assist students in understanding where they invest their time and how they can diversify those investments in order to gain the best return
 - Academics, interpersonal relationships, mental and physical hygiene will be explored



WHY WE SCHEDULE OUR LIVES...

What are your priorities and your goals?

Scheduling is where these aspirations meet the reality of the time you have available.

What makes a weak student?



By using a schedule properly, you can:

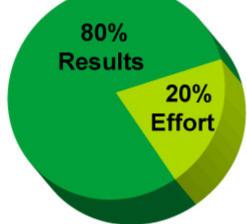
- Understand what you can realistically achieve with your time
- Plan to make the best use of the time available
- Leave enough time for things you absolutely must do
- Preserve contingency time to handle "the unexpected"
- Minimize stress by avoiding overcommitment to yourself and others
- Maximize effectiveness
- Actually have a life

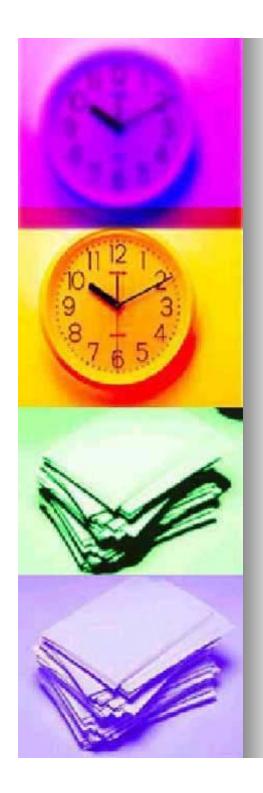


THE PARETO PRINCIPLE

This principle argues that typically 80% of unfocussed effort generates only 20% of results. The Pareto Principle

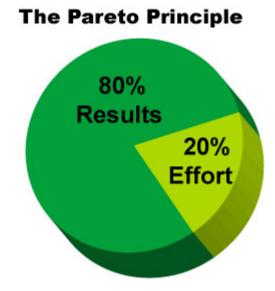
80% of results are a only 20% of focused





THE PARETO PRINCIPLE

If you manage time effectively you will yield better results in less time.





WHERE DOES MY TIME GO?

- Research states a person should get an average of 8hrs of sleep a night...How much do you sleep?
- Research states that a student should spend 2hrs outside of class studying for every hr in class...How much time do you spend studying?

WHERE DOES MY TIME GO?

| 168 | HRS IN A WK |
|-----|----------------------|
| | HRS IN CLASS |
| | HRS @ WORK |
| | HRS STUDYING |
| | HRS COMMUTING |
| | HRS USED FOR LEISURE |
| | HRS SPENT EATING |
| | HRS |

- Consider that research states a person should get an average of 8hrs of sleep a night...How much do you sleep?
- Consider that research states that a student should spend 2hrs outside of class studying for every hr in class...How much time do you spend studying?



Striving towards excellence in your academic career

- What is the purpose/goal of the course content/assignment as it relates to the field in general?
- What are the methods of evaluation which will be used?
- What is exceptional performance?
- What are the priorities and deadlines?
- What resources are available?
- What costs are acceptable?

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T.A.P. (Term Assignment Preview)

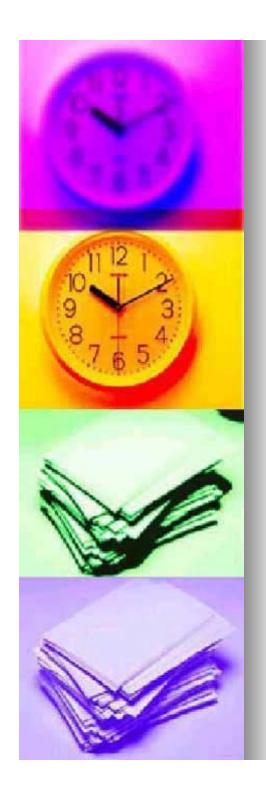
 Organize a single chronological listing that accounts for everything you need to submit or complete throughout the term including assigned readings.

| | TERM ASSIGNMENTS |
|-----------|---|
| | TERM ASSIGNMENTS |
| 8/30/2006 | INTRO BIO- CHAPTER 1, 2WEEK 1 |
| | READ FATHER MCSHANE'S INAUGURAL ADDRESS |
| | CHEM: HW- CHAPTER 1:20,24,30,32,36,44,48,58,62,68,92 |
| | CHAPTER 3 |
| | |
| | HAMLET- ACTS I & II; JOURNAL ENTRY |
| | ST. ANSELM- FTS, 68; ST. THOMAS AQUINAS-FTS, 68-70 |
| | HAMLET- Acts III-IV; JOURNAL ENTRY |
| | CHAPTER 2- 26,30,28,44,46,48,50,62,64,68,84 |
| | MEASUREMENTS, AND MAKING MEASUREMENTS-(OUTLINE) |
| | CHAPTERS 4 & 5 |
| | HAMLET |
| | READ 1-19FTS |
| 9/13/2006 | READ FTS, 119-128; PSALMS 91, 146; MATT. 6:25-34, 14:22-33; HEBREWS 11:1-12:1 |
| | READ BCA 21-42, 71-74 |
| | pH AND BUFFERS |
| 9/15/2006 | READ ESSAY SAMPLE- P. 360; WAYS OF TALKING ABOUT LITERATURE(13-32) |
| 9/15/2006 | NEWSPAPER- WORLD EVENTS |
| 9/15/2006 | CHAPTER 3- 26,28,16,40,42,48,60,62,68 |
| | CHEMICAL CONSTITUENTS: CARBOHYDRATES, FATS, NUCLEIC ACIDS |
| | CHAPTER 9: EXAM |
| | WAYS OF TALKING ABOUT LITERATURE:32-56 |
| 9/19/2006 | GENESIS 12:1-8, 16:1-14, 32:24-30; EXODUS 3:1-22, 19:16-19; JEREMIAH 1:4-19; |
| | JOB 40:6-41; MATT. 14:22-32, 28:1-10 |
| | CHEMISTRY EXAM |
| | "THE FASCINATING AND AWESOME MYSTERY"- FTS 29-39 |
| 0/20/2000 | THE PASCINATING AND AWESOME MYSTERY"- FTS 29-39 |
| | LOG ASSIGNMENT #1DUE; BCA, 75-88; INDEX CARD RESPONSE |
| | CHEMICAL CONSTITUENTS:PROTEINS |
| | "ARABY"- 206 |
| | FTS 26-28; "REFLECTIONS ON THE EXPERIENCE OF GRACE" |
| | MICROSCOPES AND CELLS |
| | CHAPTERS 6 & 8 |
| | "THE RED CONVERTIBLE"- 218; FIRST PAPER DUE |
| | FTS 100-104; FTS 104-111 |
| | FTS 111-115 |
| 9/27/2006 | CHAPTER 4- 16,18,22,26,30,32,36,38,46,48,52,56,86 |
| | BCA, 45-54; INDEX CARD RESPONSE |
| | DIFFUSION AND OSMOSIS |
| | "LONDON"-233; "SPRING AND FALL"-234; "WE REAL COOL"- 236 |
| | QUIZ-THEOLOGY |
| 10/2/2006 | |
| | CHAPTERS 7 & 10 |
| 10/3/2006 | "EX-BASKETBALL PLAYER"-238; "MID-TERM BREAK"-239; "ORANGES"-240 |
| 10/3/2006 | EXODUS 3:1-14; SAMUEL 2:1-10; ISAIAH 55:1-11, 66:13; |
| 10/3/2006 | LUKE 13:34-35, 8-10; FTS 130-131; FTS 135-137 |
| 10/4/2006 | "SHE WHO IS"; "GOD AS MOTHER: EXPLORING AN ALTERNATIVE IMAGE OF LOVE" |
| 10/4/2006 | BCA, 55-58, 59-65; INDEX CARD RESPONSE |
| 10/5/2006 | |
| | "OEDIPUS REX"- 748 |
| | SELECTIONS FROM OTHER RELIGIOUS TRADITIONS |
| | CHAPTER 5- 28,34,36,38,44,46,50,56,66,70 |



GETTING IT DONE

Scheduling is best done on a regular basis, for example at the start of every week or month.



Scheduling is a 5 step process

- Identify the time you have available
- Block in the essential tasks you must carry out to succeed academically
- Schedule in high priority rugent tasks and vital "house-keeping" activities
- 4. Block in appropriate contingency time to handle unpredictable interruptions
- In the time that remains, schedule the activities that address your priorities and personal goals.



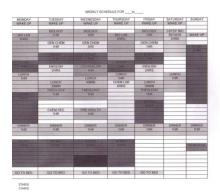
GETTING IT DONE

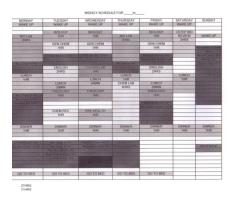
If you have little or no discretionary time left by the time you reach step five, then revisit the assumptions you have made in steps one to four and reassess



Now let's get it done!

- There are 168 hours in a week
 - Identify the time you have available.
 - 2. Block in the essential tasks you must carry out to succeed academically.
 - 3. Schedule in high priority urgent tasks and vital "house-keeping" activities.
 - 4. Block in appropriate contingency time to handle unpredictable interruptions.
 - 5. In the time that remains, schedule the activities that address your priorities and personal goals.







REMEMBER...

If you have little or no discretionary time left by the time you reach step five, then revisit the assumptions you have made in steps one to four and reassess



Time Management is all about setting priorities

| | URGENT | NOT URGENT |
|---------------|---------------------------------------|-------------------------------------|
| IMPORTANT | QUADRANT 1 NECESSITY Examples: MANAGE | QUADRANT 2 QUALITY Examples: FOCUS |
| NOT IMPORTANT | QUADRANT 3 DECEPTION Examples: | QUADRANT 4 WASTE Examples: AVOID |

Source: Judy M. Silvestrone, D.C., M.S., New York Chiropractic College

WHERE DOES MY TIME GO?

| 168 | HRS IN A WK |
|-----|----------------------|
| - | HRS IN CLASS |
| - | HRS @ WORK |
| - | HRS STUDYING |
| - | HRS COMMUTING |
| - | HRS USED FOR LEISURE |
| - | HRS SPENT EATING |
| - | HRS |
| = | HRS |

- Consider that research states a person should get an average of 8hrs of sleep a night...How much do you sleep?
- Consider that research states that a student should spend 2hrs outside of class studying for every hr in class...How much time do you spend studying?

| WEEKLY | SCHEDULE F | OR: | to | 1 |
|--------|------------|-----|----|---|
| | | | | |

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---------|--------|---------|-----------|----------|--------|----------|--------|
| 6:00AM | | | | | | | |
| 6:30AM | | | | | | | |
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| 7:30AM | | | | | | | |
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| 8:30AM | | | | | | | |
| 9AM | | | | | | | |
| 9:20AM | | | | | | | |
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| 10AM | | | | | | | |
| 10:20AM | | | | | | | |
| 10:50AM | | | | | | | |
| 11AM | | | | | | | |
| 11:30AM | | | | | | | |
| 12PM | | | | | | | |
| 12:30PM | | | | | | | |
| 12:45PM | | | | | | | |
| 1PM | | | | | | | |
| 1:20PM | | | | | | | |
| 1:30PM | | | | | | | |
| 2PM | | | | | | | |
| 2:30PM | | | | | | | |
| 3PM | | | | | | | |
| 3:20PM | | | | | | | |
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| 6PM | | | | | | | |
| 6:30PM | | | | | | | |
| 6:45PM | | | | | | | |
| 7PM | | | | | | | |
| 7:30PM | | | | | | | |
| 8:00PM | | | | | | | |
| 8:30PM | | | | | | | |
| 9PM | | | | | | | |
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| 10PM | | | | | | | |
| 11PM | | | | | | | |
| 12AM | | | | | | | |
| 1AM | | | | | | | |

| | TERM ASSIGNMENTS |
|-----------|---|
| | |
| | INTRO BIO- CHAPTER 1, 2WEEK 1 |
| | READ FATHER MCSHANE'S INAUGURAL ADDRESS |
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| | CHAPTER 3 |
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| 9/5/2006 | ST. ANSELM- FTS, 68; ST. THOMAS AQUINAS-FTS, 68-70 |
| 9/8/2006 | HAMLET- Acts III-IV; JOURNAL ENTRY |
| 9/8/2006 | CHAPTER 2- 26,30,28,44,46,48,50,62,64,68,84 |
| 9/11/2006 | MEASUREMENTS, AND MAKING MEASUREMENTS-(OUTLINE) |
| 9/11/2006 | CHAPTERS 4 & 5 |
| 9/12/2006 | HAMLET |
| 9/12/2006 | READ 1-19FTS |
| 9/13/2006 | READ FTS, 119-128; PSALMS 91, 146; MATT. 6:25-34, 14:22-33; HEBREWS 11:1-12:1 |
| 9/13/2006 | READ BCA 21-42, 71-74 |
| 9/14/2006 | pH AND BUFFERS |
| 9/15/2006 | READ ESSAY SAMPLE- P. 360; WAYS OF TALKING ABOUT LITERATURE(13-32) |
| 9/15/2006 | NEWSPAPER- WORLD EVENTS |
| 9/15/2006 | CHAPTER 3- 26,28,16,40,42,48,60,62,68 |
| 9/18/2006 | CHEMICAL CONSTITUENTS:CARBOHYDRATES, FATS, NUCLEIC ACIDS |
| | CHAPTER 9; EXAM |
| | WAYS OF TALKING ABOUT LITERATURE:32-56 |
| | GENESIS 12:1-8, 16:1-14, 32:24-30; EXODUS 3:1-22, 19:16-19; JEREMIAH 1:4-19; |
| | JOB 40:6-41; MATT. 14:22-32, 28:1-10 |
| | CHEMISTRY EXAM |
| | "THE FASCINATING AND AWESOME MYSTERY"- FTS 29-39 |
| | LOG ASSIGNMENT #1DUE; BCA, 75-88; INDEX CARD RESPONSE |
| | CHEMICAL CONSTITUENTS:PROTEINS |
| | "ARABY"- 206 |
| | FTS 26-28; "REFLECTIONS ON THE EXPERIENCE OF GRACE" |
| | MICROSCOPES AND CELLS |
| | CHAPTERS 6 & 8 |
| | "THE RED CONVERTIBLE"- 218; FIRST PAPER DUE |
| | FTS 100-104; FTS 104-111 |
| | FTS 111-115 |
| | CHAPTER 4- 16,18,22,26,30,32,36,38,46,48,52,56,86 |
| | BCA, 45-54; INDEX CARD RESPONSE |
| | DIFFUSION AND OSMOSIS |
| | "LONDON"-233; "SPRING AND FALL"-234; "WE REAL COOL"- 236 |
| | QUIZ-THEOLOGY |
| 10/2/2006 | |
| | CHAPTERS 7 & 10 |
| | "EX-BASKETBALL PLAYER"-238; "MID-TERM BREAK"-239; "ORANGES"-240 |
| | EXODUS 3:1-14; SAMUEL 2:1-10; ISAIAH 55:1-11, 66:13; |
| | LUKE 13:34-35, 8-10; FTS 130-131; FTS 135-137 |
| | "SHE WHO IS"; "GOD AS MOTHER: EXPLORING AN ALTERNATIVE IMAGE OF LOVE" |
| | BCA, 55-58, 59-65; INDEX CARD RESPONSE |
| | ENZYMES |
| | "OEDIPUS REX"- 748 |
| | SELECTIONS FROM OTHER RELIGIOUS TRADITIONS |
| | CHAPTER 5- 28,34,36,38,44,46,50,56,66,70 |
| 10/0/2000 | CILIL IDN J- 20,37,30,30,77,70,30,00,70 |

| 10/9/2006 CHAPTER 11 10/10/2006 OEDIPUS REX 10/10/2006 FTS 155-161 |
|---|
| |
| 10/10/2000 115 155 101 |
| 10/10/2006 CHEMISTRY EXAM |
| 10/11/2006 REVIEW-THEOLOGY |
| 10/11/2006 LOG ASSIGNMENT #2 DUE; BCA, 89-102; INDEX CARD RESPONSE |
| 10/12/2006 CELL RESPIRATION |
| 10/13/2006 WRITING ABOUT LITERATURE (87-121) |
| 10/13/2006 MIDTERM EXAM-THEOLOGY |
| 10/15/2000 PHOTOSYNTHESIS I |
| 10/16/2006 CHAPTERS 12 & 13 |
| 10/17/2006 WRITING ABOUT LITERATURE (121-146); SECOND PAPER DUE |
| 10/17/2006 WKITING ABOUT LITERATURE (121-146), SECOND PAPER DUE |
| 10/11/2006 FTS 171-184 10/18/2006 FTS 184-194 |
| |
| 10/18/2006 CHAPTER 6- 28,30,34,38,42,46,50,60,72,78 |
| 10/18/2006 BCA, 65-70; INDEX CARD RESPONSE |
| 10/19/2006 MITOSIS AND MEIOSIS |
| 10/20/2006 "SHOPPING"-699 |
| 10/20/2006 FTS 203-208 |
| 10/23/2006 MENDELIAN GENETICS |
| 10/23/2006 CHAPTERS 14 & 15 |
| 10/24/2006 "MY PAPA'S WALTZ"-733; "THE MOTHER"-734; "DRIVING LESSONS"-739 |
| 10/24/2006 GOSPEL ACCOUNTS |
| 10/25/2006 READ ACTS OF THE APOSTLES |
| 10/25/2006 CHAPTER 7- 22,24,26,28,32,34,38,42,44,46,54,58,62,64 |
| 10/25/2006 REVIEW LOG #3 ASSIGNMENT |
| 10/26/2006 MOLECULAR BIOLOGY |
| 10/27/2006 "THOSE WINTER DAYS"740; "THE 'BANKED FIRE' OF 'THOSE WINTER DAYS"-742; |
| 10/27/2006 "TERMINAL RESEMBLANCE"-745; "FAMILY PLOT, OCTOBER"-746 |
| 10/27/2006 SHORT PAPER ASSIGNMENT HANDED OUT- DUE NOVEMBER 3 RD |
| 10/27/2006 SELECTIONS ON ERES |
| 10/30/2006 DNA FINGERPRINTING |
| 10/30/2006 CHAPTER 16; EXAM |
| 10/31/2006 IN-CLASS ESSAY |
| 10/31/2006 FTS 195-203 |
| 11/1/2006 CHAPTER 8- 28,30,32,40,42,44,46,50,56,60,66 |
| 11/1/2006 LOG ASSIGNMENT # 3 DUE; BCA, 109-128; INDEX CARD RESPONSE |
| 11/2/2006 MODELING DNA REPLICATION AND GENE EXPRESSION |
| 11/3/2006 ARGUMENT, CRITICAL THINKING, AND RESEARCH (147-169) |
| 11/3/2006 PART II ON ERES |
| 11/3/2006 CHEMISTRY EXAM |
| 11/6/2006 EXAM |
| 11/6/2006 CHAPTERS 17 & 18 |
| 11/7/2006 ARGUMENT, CRITICAL THINKING, AND RESEARCH (169-191) |
| 11/7/2006 SELECTION ON ERES |
| 11/8/2006 FTS 307-319; SELECTIONS ON ERES |
| 11/9/2006 POPULATION GENETICS: DETERMINING VARIATION |
| 11/10/2006 "THE JILTING OF GRANNY WEATHERALL"- 1162 |
| 11/10/2006 FTS 273-288; ON ERES |
| 11/13/2006 EVIDENCE OF EVOLUTION |
| 11/13/2006 CHAPTERS 19 & 20 |
| 11/14/2006 "A ROSE FOR EMILY"-1179; "ON THE MEANING OF 'A ROSE FOR EMILY"-1179 |

| | NEWSPAPER: WORLD EVENTS |
|------------|---|
| 11/14/2006 | CHAPTER 9- 32,34,36,38,42,44,46,52,54,66,68,72 |
| | ON ERES; ANOTHER ON ERES |
| 11/15/2006 | BCA, 193-202; INDEX CARD RESPONSE |
| 11/16/2006 | BACTERIOLOGY |
| 11/17/2006 | "AFTER GREAT PAIN"- 1243; "THE SOUL SELECTS"-1244 |
| 11/17/2006 | FTS 209-214; PROVERBS 9:1-6; MATT. 26:26-29, MK. 14:22-25; |
| | LUKE 22:19-20; CORINTHIANS 11:23-25 |
| 11/20/2006 | |
| 11/20/2006 | CHAPTER 21 |
| | "DEATH, BE NOT PROUD"-1186; "NIGHT FUNERAL IN HARLEM"-1192; |
| 11/21/2006 | "HOW TO WATCH YOUR BROTHER DIE"- 1199; TERM PAPER DUE |
| 11/21/2006 | ON ERES; FTS 59-64 |
| 11/27/2006 | FUNGI |
| 11/27/2006 | CHAPTERS 21 & 22 |
| 11/28/2006 | "SECOND-HAND MAN"- 585 |
| 11/28/2006 | VIRTUES FOR ORDINARY CHRISTIANS, 3-33 |
| 11/28/2006 | CHAPTER 10- 18,22,24,30,36,40,44,48,50 |
| 11/29/2006 | VIRTUES FOR ORDINARY CHRISTIANS, 37-69 |
| | CHEMISTRY EXAM |
| 11/29/2006 | BCA, 33-42; INDEX CARD RESPONSE |
| 11/30/2006 | PLANT DIVERSITY |
| 12/1/2006 | "THE YELLOW WALLPAPER"-532 |
| 12/1/2006 | VIRTUES FOR ORDINARY CHRISTIANS, 70-102 |
| 12/4/2006 | FINAL EXAM |
| 12/4/2006 | CHAPTERS 23 & 24 |
| 12/5/2006 | "WE HAVE NO 'RIGHT TO HAPPINESS'"- 678 |
| 12/5/2006 | VIRTUES FOR ORDINARY CHRISTIANS, 105-140 |
| | READ TDB |
| | END-OF-TERM WRAP-UP; INDEX CARD RESPONSE |
| 12/8/2006 | "LET ME NOT TO THE MARRIAGE OF TRUE MINDS"-592; |
| 12/8/2006 | "TO HIS COY MISTRESS"-595; "THE WEDDING COUPLE"- 602 |
| 12/8/2006 | FINAL PAPERS DUE |
| 12/8/2006 | CHAPTER 11- 28,30,34,38,42,44,46,48,52,54,64,72 |
| | BCA, 143-175; INDEX CARD RESPONSE |
| 12/9/2006 | LOG ASSIGNMENT #4 DUE |
| | CHEMISTRY EXAM SEC. II |
| 12/20/2006 | CHEMISTRY EXAM SEC. I |

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---------|-----------|-----------|------------|-----------|-----------|-----------|----------|
| 7:30AM | WAKE UP | WAKE UP | WAKE UP | WAKE UP | WAKE UP | WAKE UP | |
| 8AM | | | | | | | |
| 8:30AM | | BIOLOGY | BIOLOGY | | BIOLOGY | CSTEP BIO | |
| 9AM | BIO LAB | 1HR | 1HR | BIO LAB | 1HR | REVIEW | WAKE UP |
| 9:20AM | 2HRS | | | 2HRS | | 2HRS | |
| 9:30AM | | GEN CHEM | GEN CHEM | | GEN CHEM | | |
| 10AM | | 1HR | 1HR | | 1HR | | STUDY |
| 10:20AM | | | | | | | 5HRS |
| 10:30AM | | STUDY | STUDY | | STUDY | | |
| 10:50AM | | 1HR | 1HR | | 1HR | | |
| 11AM | STUDY | | | STUDY | | | |
| 11:30AM | 1HR | ENGLISH | COUNSELOR | 1HR | ENGLISH | | |
| 12PM | | 2HRS | 1HR | | 2HRS | | |
| 12:30PM | LUNCH | | | LUNCH | | LUNCH | |
| 12:45PM | 1HR | | LUNCH | 1HR | | 1HR | |
| 1PM | | LUNCH | 40MIN | CHEM LAB | LUNCH | | |
| 1:20PM | | 30MIN | | 4HRS | 30MIN | | |
| 1:30PM | | THEOLOGY | THEOLOGY | | THEOLOGY | | |
| 2PM | STUDY | 1HR | 1HR | | 1HR | | |
| 2:20PM | 3HRS | | | | | | |
| 3PM | | | | | STUDY | | |
| 3:20PM | | | | | 3HRS | | |
| 3:30PM | | CHEM REC | PRE-HEALTH | | | | |
| 4PM | | 1HR | 1HR | | | | |
| 4:25PM | | | | | | | |
| 5PM | | | | | | | |
| 5:30PM | DINNER | DINNER | DINNER | DINNER | DINNER | DINNER | DINNER |
| 6PM | 1HR | 1HR | 1HR | 1HR | 1HR | 1HR | 1HR |
| 6:30PM | | | | | | | |
| 6:45PM | | | | | | | |
| 7PM | STUDY | STUDY | STUDY | STUDY | | | |
| 7:30PM | 3HRS | 3HRS | 2HRS | 3HRS | | | SCHEDULE |
| 8:00PM | | | | | | | |
| 8:30PM | | | | | | | |
| 9PM | | | GREYS | | | | |
| 9:30PM | | | ANATOMY | | | | |
| 10PM | | | | | | | |
| 11PM | | | | | | | |
| 12AM | GO TO BED | GO TO BED | GO TO BED | GO TO BED | GO TO BED | | |
| 1AM | | | | | | | |

STUDY 27HRS CLASS 21HRS