MANAGING YOUR TIME:

Classes, Research, and the Libraries

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THE BASICS

- Everyone gets 168 hours in a week.

- How much time do you spend doing:
  - things you have to do (going to work, class, etc.)?
  - things you should do (studying, clubs, etc.)?
  - things you want to do (socializing, gaming, etc.)?

- Self-assessment: How do you spend your time?

STUDYING

- How much time should you dedicate to studying and homework?

- Self-assessment: Your study habits.

- How can you improve your studying?
  - Choose a time.
  - Choose a place.
  - Reward yourself.
  - Don't do it all at once.
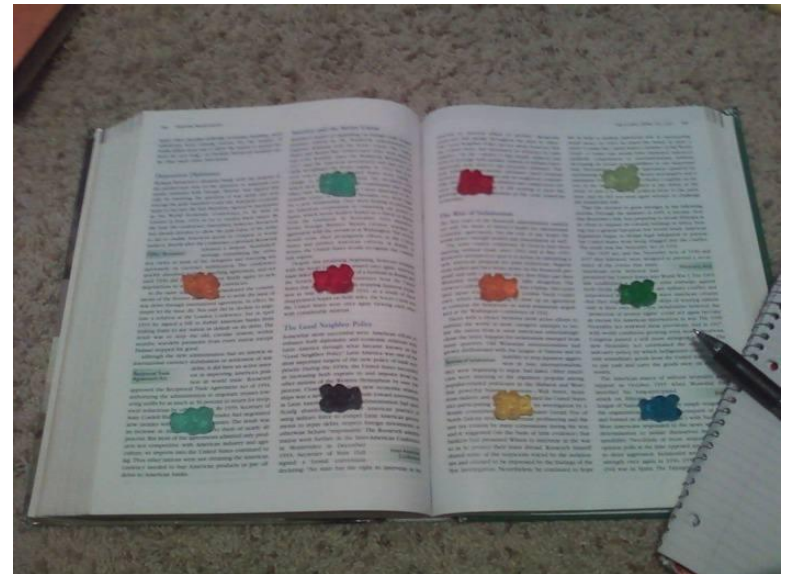
QUICK TIPS TO IMPROVE YOUR STUDY TIME

- You don't have to study day and night; you can have a social life.

- What can you do?
  - Set realistic goals.
  - Use your "waiting time" to review.
  - Know what times of day are best for *you* to study.
  - Restrict those seemingly quick, repetitive, time-wasting habits.
  - Don't multitask. (No, really.)
  - Be flexible.

From: Gardner, J.N., Jewler J.A., & Barefoot, B.O. (2011) Your College Experience: Strategies for Success. New York: Bedford/St. Martins.

MANAGING A RESEARCH PROJECT
STEP 1: GET ORGANIZED

- ○ Write down your research requirements:
  - List assignments that require research.
  - Note how much research is required (2 sources, 7 sources, books and articles, etc.).
  - Note the due dates.

- ○ Put them in order: not just by due date, but also considering work required.

	Urgent	Not-urgent
Important	Quadrant 1: Things due today or tomorrow, emergencies or crises	Quadrant 2: Long-term projects, planning ahead, studying in advance, getting started early
Not important	Quadrant 3: Interruptions, distractions, fun events that come up, social invitations	Quadrant 4: Time wasters, busy work, procrastination activities, aimless internet browsing

From: Steven Covey, "First Things First"

Managing a Research Project
Step 2: Maximize your effort

- Can you "double dip" on some projects? You may need permission from your instructor.

- Can you choose similar research topics so some of your sources can overlap?

- If you find one source (or your instructor provides one), can you use the list of references or bibliography to find related sources quickly?

Managing a Research Project
Step 3: Pace Yourself

- Start as early as possible.

- Do your research, reading, and analyzing in small chunks over a longer period of time.
  - Break projects down into smaller goals.

- Don't want until you've hit a brick wall before asking for help.

MANAGING A RESEARCH PROJECT
STEP 4: CITE AS YOU GO

- However you take notes on what you want to quote, paraphrase, or summarize, add citations as you write (or on notecards).

- Create a working reference page.
  - Databases can often generate your citations for you; save time by cutting & pasting these into a word doc as you search for sources.

MANAGING A RESEARCH PROJECT
STEP 5: ASK FOR HELP WHEN YOU NEED IT

- Come talk to librarians early in your process.

- Find the librarian for your major/subject area.

- Visit your professor's office hours or set up an appointment.

- Go to the Writing Center.

- If your professor offers to read rough drafts and give you feedback, **do it**. Even if it is not required.

NOW: LET'S MAKE A PLAN.

- On the left side, record things due this week, and any upcoming projects or tests, along with the days things are due.

- Fill in your classes and work shifts.

- Map out study time. Try to schedule at least 2 hours outside of class time for *each* class.

- Add times for non-class activities: clubs, organizations, other extra-curriculars.

- Plan time for study breaks and fun activities.

REFERENCES & RESOURCES

References

Covey, S. (1994). *First things first: To live, to love, to learn, to leave a legacy*. New York: Simon & Schuster.

Gardner, J.N., Jewler J.A., & Barefoot, B.O. (2011) *Your College Experience: Strategies for Success*. New York: Bedford/St. Martins.

Campus resources

- Librarians: http://libraries.wsu.edu/ask

- Writing Center: http://universitycollege.wsu.edu/units/writingprogram/units/writingcenter/undergrad/

- Academic Success and Career Center: http://ascc.wsu.edu/academic-services/

QUESTIONS? NEED HELP? CONTACT ME!

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