

Unit 3 – Time Management and Procrastination

Purpose

Time management appears as one of the earlier chapters of the text with the hope that students will implement its suggested strategies at the outset of their college experience. Managing time is a form of self-management that poses significant challenges for many first-year students. Time management is a self-management skill that students transitioning from high school to college often have had little prior opportunity to previously practice and fine-tune because their high school schedule often managed time for them. The greater freedom encountered in college, along with its greater number of personal responsibilities, can pose a significant challenge for first-year students—no matter what their level of academic preparedness or intellectual ability happens to be.

Outcomes

- Understand how and why outside sources are utilized in academic work
- Understand, articulate, and apply self assessment and decision-making skills in achieving family, educational, career, and personal goals.
- Formulate logical conclusions

Homework

The homework associated with time management is at a rigorous intellectual level by encouraging student to examine personal motives and psychological needs that underlie their time-spending habits.

Chapter 3 Questions:

1. Why should time management be viewed as not only a college-success strategy, but as a life-success skill?
2. What are the five psychological causes of procrastination? What is your most common cause of procrastination and why?
3. Based upon the readings and experience, why do you think college students have difficulties with time management?

Time Management Plan:

Identify deadline dates of all assignments, or the time when each of them must be completed for this course. Then, identify intermediate dates when you plan to finish particular parts or pieces of the total assignment.

Lesson Plans

The lesson plans are divided into three 50 minute blocks to replicate one week of instruction. The lessons can be adapted for any course format.

Lesson 1 – Time Management

Objectives

Develop coping skills and behaviors to meet the challenges of college education.
Develop skills that enhance planning, studying, communication and critical thinking.
Assess personal strengths and limitations to set and achieve appropriate goals.

Hook (5 mins)

Display quote on the board: “You delay, but time will not.” – Benjamin Franklin. Ask for meaning.

Brainstorm (5 mins)

Ask what they currently use for time management strategies. What works for them?

Powerpoint Lecture (10 mins)

Lecture on time management strategies

Personal Time Survey (15 mins)

Have the student complete the Personal Time Survey “168” located in the handout portion of this unit. Once they have completed the survey, have them answer the following questions:

- After entering the time you typically spend on non-academic activities each week, how many hours per week do you have available for school-related work?
- Do you have two hours available to you for academic work outside of class for each hour you spend in class?
- What time wasters could you eliminate or reduce in order to open up more time for academic work and other productive activities?

Group Discussion (10 mins)

- Find out how much time on average students are spending with school-related work.
- If students do not have enough time; discuss prioritizing based upon their values.
- If students have too much time on their hands, discuss what they can commit to.

Closure (5 mins)

Ask students to write one question that might be on the mid-term exam about time management. Have some student share the questions and ask other students to answer.

Lesson 2 – Beating Procrastination

Objectives

- Develop coping skills and behaviors to meet the challenges of college education.
- Develop skills that enhance planning, studying, communication and critical thinking.
- Assess personal strengths and limitations to set and achieve appropriate goals.

Hook (5 mins)

Watch brief video on procrastination at <http://www.youtube.com/watch?v=VYEP-qFI-Rc>

Discussion (10 mins)

- What were some of the psychological causes of procrastination in the video?
- Have you done the same thing before? Give examples?
- What were the consequences? (Failure, Stress, etc)

Assigned Discussion Leader (30 mins)

- Divide the class into groups of 4-5 students and have them read this case study:

“Michael is a first-year student at the local college. During the first few weeks of class he is asked to participate in a variety of activities, each of which takes away from his study time. When given the choice between going to the movies and reading a chapter of economics, Michael almost always picks the movies. He tells himself "I'll catch up later." He doesn't realize that each time he makes such a choice, he will suffer from the consequences in due time. As the term continues, the consequences begin to appear. He pulls an all-nighter to cram for an Art History test. He completes a Philosophy paper an hour before class, but can't get it printed in time. The consequences become more and more serious. As the term comes to a close, Michael is rushing to start research papers, to complete assigned readings, and to prepare for final exams. He has trouble sleeping. He feels overwhelmed by the amount of work he needs to complete. Tension causes him to eat poorly. He blanks out on his Chemistry final. Michael's grades for the term are lower than he had anticipated when he started the term, and they are much lower than his high school grades. A similar chain of events occurs the next term. Thinking he can't handle college, Michael becomes depressed and considers leaving school.” Retrieved from:

http://www.pueblocc.edu/StudentServices/CounselingandTransfer/Study_Skills/NoProcrastination.htm

- Using the self-help strategies for beating the procrastination habit, have the group develop a plan for Michael. Each group member must contribute at least one strategy that is used by the group.
- When the assigned discussion leader presents their group findings, he or she points out who contributed each point.

Closure (5 mins)

Instructor re-emphasizes the main points of the lesson.

Lesson 3 – Library Information Resources Guest Speaker

Objectives

Develop skills that enhance planning, studying, communication and critical thinking.
Learn about and use the resources of Three Rivers Community College (TRCC).
Develop coping skills and behaviors to meet the challenges of college education.

Introduction (5 mins)

Introduce a representative from the library to speak to the class about the resources available from the library.

Guest Speaker (35 mins)

- Role of library staff
- Location, hours of operation, etc
- The problems with Google and Wikipedia
- Books (print and electronic)
- Articles
- Electronic sources outside of the library that are acceptable
- Conducting time efficient searches
- Tools (e.g. citation guide, folders, etc)
- Recommend that examples are centered around the final paper

Reflection Paper – Time Management (10 mins)

Take a couple of minutes to think about the question and begin to write. While grammar is not graded please use complete sentences.

- This week we covered the life skill of time management and how to beat procrastination. Are there any changes to the way you will schedule your time this semester as a result of the discussions and activities? How does learning about library resources help you with managing your time this semester?