Managing Your Time
Managing Your Time

How much time should you be studying for your class?

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Managing Your Time

- Assign two hours of study time for every hour in class.
- Schedule this time in your weekly schedule.
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When should you study?
Managing Your Time

- Whenever you have an opportunity to study, use it. (e.g. while waiting at the doctor’s office, in between classes)
- Create a study routine and stick to it to avoid “cramming”.
  - Make studying your priority, not other obligations.
  - Schedule appointments at times other than your study time.
What are some of the key actions that students who manage their time take while enrolled in school?
Managing Your Time

- They take a realistic course load for their lifestyle.
- They know when to “sacrifice” their social life for more study time.
How do you make sure that you are effectively managing your time?
Managing Your Time

• Keep a calendar with all important dates and responsibilities.
• Use a timer when studying.
• Be aware of your trigger time-wasters (web surfing/t.v.).
Managing Your Time

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<th>2014 Spring Semester</th>
<th>Student Planning Calendar</th>
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Visit the It’s POSSIBLE at BC, Habits of Mind website for practice activities on effective management of your time.

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Managing Your Time

A special thanks to Cerritos College and their iFalcon team for allowing us to adapt these resources to BC’s Habits of Mind Initiative.

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Managing Your Time

Quiz Follows

www.bakersfieldcollege.edu/habits-of-mind
Quiz: Managing Your Time

How much time should you study for your class?

a. As much as your schedule allows.
b. One hour for every hour you are in class.
c. Two hours for every hour you are in class.
d. Three hours for every hour you are in class.
e. 10 hours for each class, each week.

www.bakersfieldcollege.edu/habits-of-mind
Quiz: Managing Your Time

Correct Answer

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Quiz: Managing Your Time

When should you study?

a. Whenever you have the opportunity.
b. Schedule study time, making it a routine.
c. Study as much as you can the night before a test. Cram.
d. Prioritize studying, scheduling other obligations around it.
e. a, b, and d.
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Correct Answer

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Quiz: Managing Your Time

What are some of the key actions that students who manage their time take while enrolled in school?

a. They know when to sacrifice their social time for study time.
b. They take a realistic course load for their lifestyle.
c. They realize it is better to take an earlier bus than to be late.
d. They know to leave earlier when we have fog.
e. All of the above.

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Quiz: Managing Your Time

Correct Answer

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e. All of the above.

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Quiz Managing Your Time

How do you make sure that you are effectively managing your time?

a. Take each day at a time, hoping to study when able.
b. Keep a calendar with all important dates and responsibilities.
c. Use a timer when studying.
d. Be aware of your trigger time-wasters (web surfing/t.v.).
e. b, c, and d.
Quiz Managing Your Time

Correct Answer

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e. b, c, and d.