



Study Skills Workshop: Organizing Your Study Time - Part I

This video will focus on time management so you can carve out the necessary study time, establish your purpose, and so you can plan ahead so you don't fall behind. Here are your 3 questions you need to ask yourself.

I. Am I Too Busy?

Calculate your daily activities as done in the video.

Sleep _____

Eat _____

Travel _____

Errands _____

Hygiene _____

Total _____ What's your daily total? How will this impact what you can accomplish?

Now let's look into where your time goes in a week. 56 is a magic number for this. Calculate your numbers here.

Units: _____

Study: _____ (double the units)

Work: _____

Total: _____ Are you around 56 hours/week? What does this mean for your ability to accomplish your weekly responsibilities?

2. Do I Know How to Set and Reach Goals?

How can I reach my goals?

BE S.M.A.R.T.!

In order to complete tasks and reach goals on time, remember the acronym SMART. Your goals must be...

S _____

M _____

A _____ - _____

R _____

T _____ - _____

LOOKING AT THIS SEMESTER'S CLASSES

CLASS	GRADE GOAL	TO ACHIEVE THAT GRADE?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Do I Know What's Coming?

Using a calendar helps you plan ahead. What is your style: paper, electronic, phone, or what? Find your style and use it.

What important academic dates should you place in your calendar?

Where do you find these due dates?

How can a calendar benefit you as a student?

Congratulations on completing this important video workshop! There are 3 different types of calendars you can choose from at the following website (located under the **Related Links** on the site's right-hand sidebar): <https://www.lbcc.edu/post/study-skills-downloads> One of them is the semester calendar that was discussed in this video. But there are others that might help you too.

And you might want to follow up with the *Organizing Your Study Time - Part 2* video to find some more tips to add to your time management system.