Directed Learning Activity

Time Management

Outcomes: Upon completing this activity, you will be able to

- Analyze how well you are able to plan your study time right now
- Develop a personal academic calendar
- Develop a study schedule.

Activity

1. Go to www.dartmouth.edu/~acskills/success/time.html
2. Click on and read Time Management Tips (21K Word).
3. Click on the downloadable attachment: How Well Do You Plan (25K Word)
   a. Print this sheet out (ask the center staff for assistance)
   b. Answer the questions on that sheet and write your score here _____.
   c. Follow the directions on page 2 for interpreting your score.

How well do you manage your study time according to this test? Write your response below.

4. Go back to the website and under the heading **Videos**, click on *Time Management Video* (17:50 minutes)*.* Ask for headphones if you don't have any.
5. After you watch the video, answer the following questions:
   a. What are the three ways the video suggests managing your time as a college student?

   b. Is being a student your number one priority? Explain in 2-3 sentences.

   c. What difficulties do you face when managing your study time for your classes?

6. Return to the website and click on Weekly Planner (27K Word); print this out for yourself. Ask a staff member for assistance.
   a. On the Weekly Planner, write down your weekly commitments: school schedule, work schedule, tasks you have to complete at certain times, etc …
   b. Look at the empty spaces that are left over and fill the times which you can devote for studying and reading for your classes.

Final Activity (Answer each question completely.)

1. Do you feel this activity has given you a positive start to managing your study time this semester?

2. Will you most likely use the weekly planner you created for yourself in #6?

3. Show this activity to one of the Literacy Center tutors/instructor for a short review and confirmation.

_____/_____/_____

Tutor Signature   Date   Stamp