Logo, company name

Description automatically generatedISSAQ 101: Organization and Time Management

## **General Information**

## Purpose

## This is a key behavioral driver of academic success. Helpful in student support capacities because we can channel specific tools and strategies to improve organization and time management skills.

## Learning Outcomes

1. Students will gain a better understanding of how they spend their time.
2. Students will be introduced to tools to assist them with their organizational and time management skills.

# **Course Materials**

## Required Materials

* Time management for college students: <https://www.youtube.com/watch?v=2g_o-hRBeMA>
* [168 hour sheet](https://docs.google.com/document/d/1VX8iSU7YjTrjP1yJEjYGnwukU3_9Hs0t/edit?usp=sharing&ouid=115116842412888426076&rtpof=true&sd=true)

## Optional Materials

* N/A

## References/Resources

* University of Buffalo <https://engineering.buffalo.edu/home/academics/undergrad/advisement.html>
  + Video created by Jon Bonebrake. Script: Lynn Noel, Jon Bonebrake
* 168 Hour sheet (google doc)

# Agenda

## Introduction

* + Begin by explaining the differences between managing your time in HS va. College. For example, in College, students spend much less time in class compared to HS. Students have much more independence and instructors expect them to be adult learners, meaning they expect them to know the deadlines and abide by them. Instructors are not required to remind students of due dates and upcoming exams/quizzes, they expect students to read the syllabus and keep track of the requirements.

## Activity

* + Watch the short (7-minute) video and then have students complete the 168 hour sheet to visualize how they spend their time.

## Discussion & Reflection

* + Once students have completed the sheet, see who has over scheduled themselves or under scheduled. What do they do with that time?
  + Are you spending enough time on homework/studying?
  + Can you see a quick adjustment you can make to your schedule?

## Assignment: Exit Ticket

* + How do you usually manage your time (ie. planner, calendar, apps, etc?). What changes, if any, do you think you need to make now that you are in college?
  + What are your strengths and challenges when it comes to time management? Where have you been successful in the past? Where have you struggled?