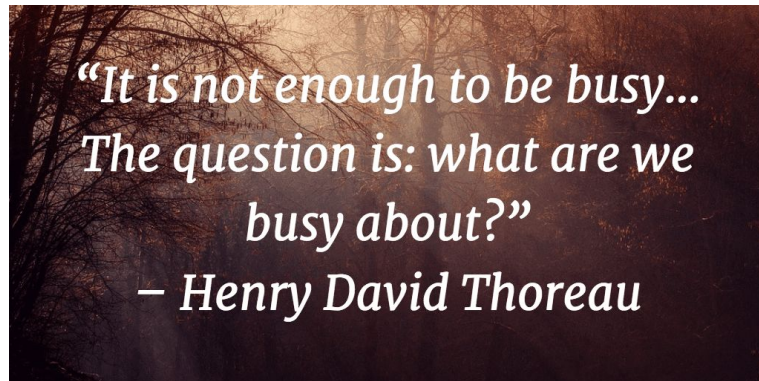


Good morning! Here is your **CTL Tuesday Tip for 3/3/20...**



HELPING STUDENTS Manage TIME

The word 'BUSY' defined in Merriam-Webster as,
"industrious, diligent, assiduous, sedulous mean actively engaged or occupied";
has become ubiquitous and a catch all for the frenetic pace of modern
life in the digital age.

But what our students are "busy about" and the lack of strategies for
managing time
can undermine their ability to thrive both academically and in life.

As this is a topic most can relate to, it is an opportunity to engage our
students
in one more way that supports their success both at SUNY Orange and
in Life!

Do you have some favorite Time Management Tips? **Share them
with students!**

Is there a strategy, habit or APP that has impacted your ability
to manage time and be most productive? **Tell them what works
for you!**

The CHALLENGE...

- everyone is **BUSY**
- students are juggling academics, work, family, life (as are we)
- the frenetic level of activity can undermine true productivity

The OPPORTUNITY...

- YOU see them on a regular schedule each and every week
- identify the 'tripping points' and when a student seems to be falling behind
- early intervention by helping students to establish good time management practices that coincide with your course rhythm

The HOW TO...

- give students important dates for assignments due with as much advance notice as possible
- show students how to set up calendar alerts
- lead discussions on procrastination, the reasons why you procrastinate, what are distractions for them. Build that self-awareness, validate the challenges of the study process.

Offer this Time Management Exercise to your students...

Time Management Tips

If it's hard to find the time to study, if you are someone who thinks there's no way you're going to get all the things done you need to, **you are not alone!** The greatest challenge for most of us is managing all of our commitments and still finding the time to study. Here are some tips for planning our time effectively, handling stress, and feeling more in control of our work.

What are my goals?

Asking ourselves this question is a great way to decide how to manage our time. We may find that we can put other things aside in order to study if that's how it will help us achieve our greater goals.

*Why am I in college?
What are my career goals?
Which of my skills and interests make my goals possible?*

How do I set my priorities?

Make a list:

- Things I **have** to do
- Things I **need** to do
- Things I **want** to do

Learn to say no. Turn off your ringer, let the call go to voicemail, minimize distractions.

Use a calendar or planner—paper or online!
Make daily to-do lists. Divide larger tasks into smaller parts (see the **Weekly To-Do List** handout).
Practice self-care! Sleep, eat healthy, exercise!

Use your class syllabus!

- Carefully read and review your syllabus for each class.
- Enter all the due dates and important information into your calendar or planner.
- This takes time, but it's worth it!

Make connections.


Who are your peers and classmates? How are they meeting the challenges of being a student? Belonging to a community is essential to handling stress. Join a study group in the Learning Center. Join one of the 30+ clubs and organizations here at SUNY Orange.

Asking these questions and working on these skills won't just improve our time as students, they'll make all the difference in our professional lives.

How am I currently managing my time?
Turn the page over and start to visualize how you use your week with this weekly schedule planner...

First, block out times for: 1) sleep, 2) meals, 3) work, 4) class, and 5) travel. What are you left with, and how do you normally use that time?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							

www.sunyorange.edu

