



MATH 165
Study Skills Workshop

In this workshop you will:

- Consider your daily responsibilities
 - along with the things you enjoy doing
 - and those things you don't want to do
 - and then those things that steal away your time
- ...and then reflect
- are you using your time wisely?
 - Are you a procrastinator?



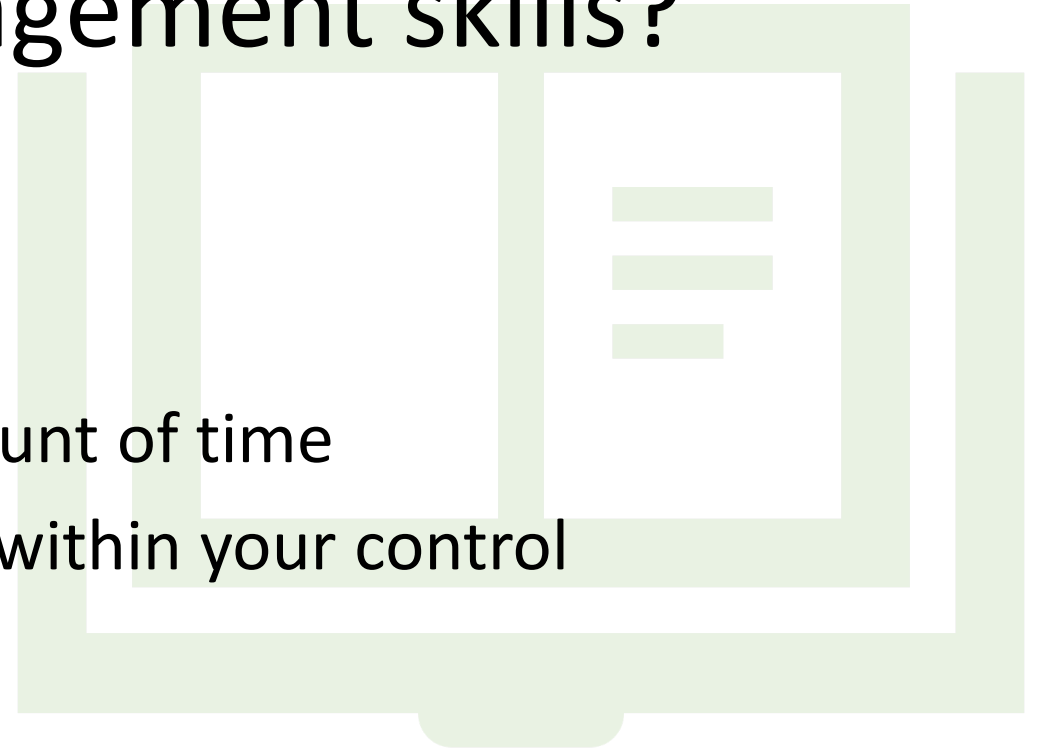
Class Discussion:



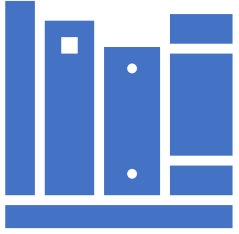
What are the benefits for having good time management skills?

Examples:

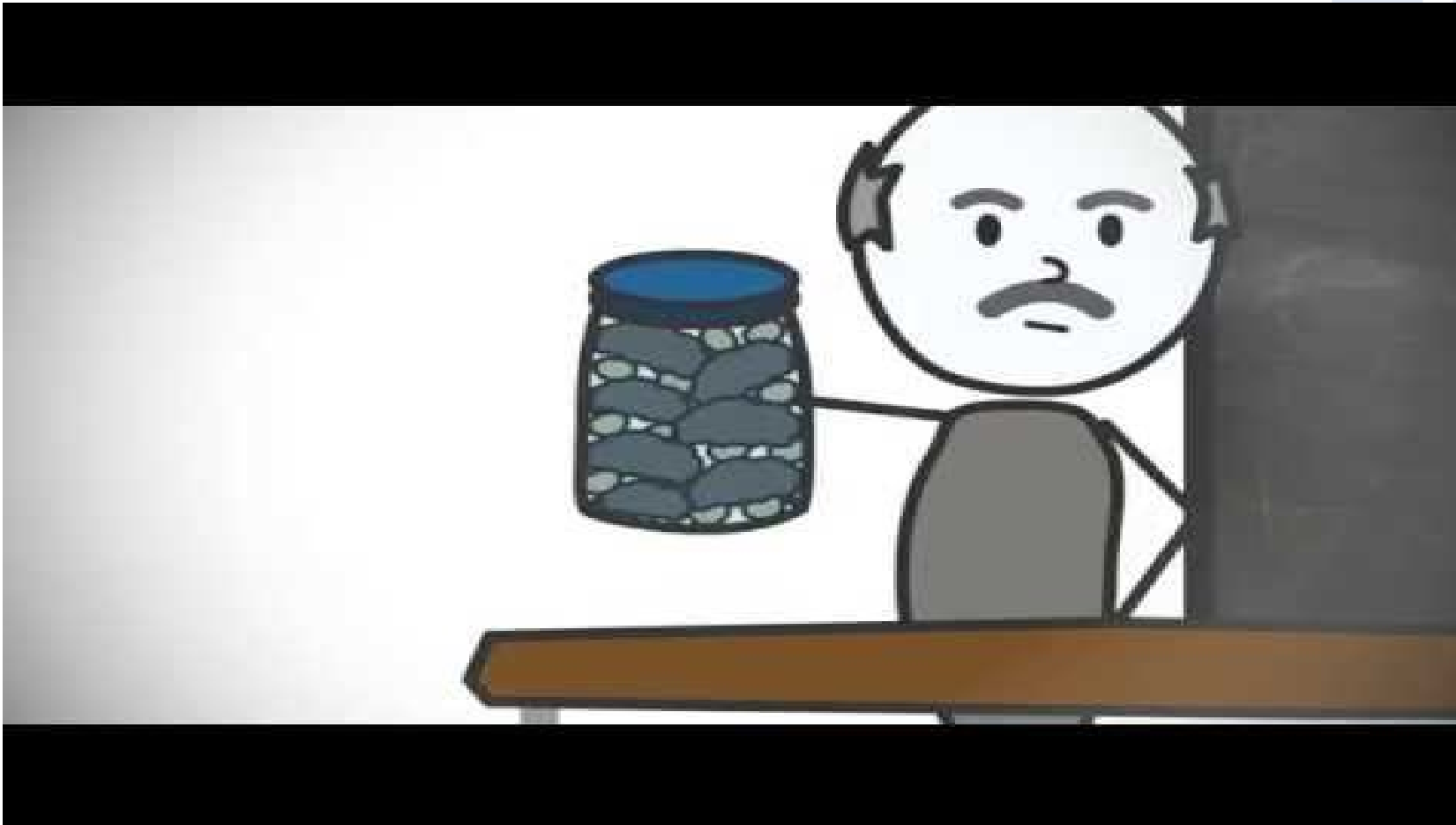
- Ability to work *smarter* not *harder*
- You can accomplish more in a shorter amount of time
- Saves you from stressing out about things within your control
- More time for things that you enjoy
- Keeps you organized
- Increases ability to complete tasks at a higher level



Class Discussion:



How do you spend your time?



Consider the things you spend your time on as you watch this video...

Activity:



Rocks, Pebbles & Sand

On a piece of paper make three columns, write: rocks, pebbles and sand at the top of each column. Now, list those things that fall into each category you have in your “jar”.

If you get stuck...recall how you spent the last few weeks. Who were you with? How did you spend your time?

Think about...

Family

Shopping

Class time

Spirituality

**Stressing About
Drama**

Exercising

Video Games

Work

Cleaning

Studying

Commuting

Sleeping

TV Shows

**Social Media
Time**

YouTube Time

Relationships

Class Discussion:



What did you write down?

Is your “rocks” list, representative of your priorities in life?
Do your “pebbles” indicate things that improve your life?
Does your “sand” reflect your least important priorities?
Do these lists reflect how you view your priorities in life?
If not, what can you do to change that?



Activity:



Create a personal Time Management Log to see how you spend your time during the week

Complete the weekly log, filling in ALL the squares: <https://tinyurl.com/timeweeklyschedule>

1. Class Time
2. Study Time, reviewing, projects, papers
3. Commuting
4. Dressing and eating
5. Hours of employment
6. Responsibilities at home
7. Telephone
8. Television
9. Dating, outings, sports, movies, clubs, etc.
10. Sleeping (x 7 nights!)



Follow Up Activity:



Analyzing How You Spend Your Time

Remember - you need to study 2 hours for every unit you take

If you have 12 units you need to study 24 hours a week

12 units x 2 hours of study time per unit = 24 hours of study time a week

Are you studying enough to be doing well in your classes?

**There are
168
hours
in each
week**

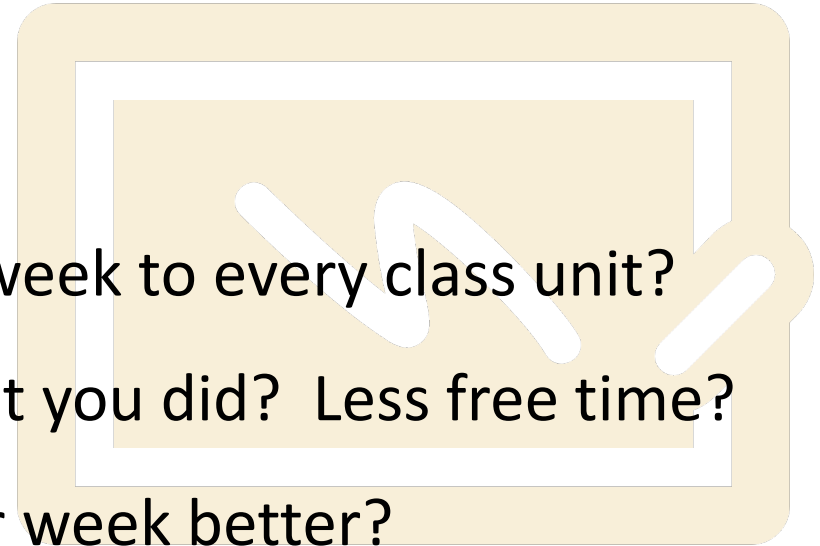
Are you using your time the way YOU want to use it?

Class Discussion:



What does your time management log tell you?

- Do you have a study routine?
- Do you have weekly study time of 2 hours a week to every class unit?
- Do you have more free time than you thought you did? Less free time?
- What changes can you make to organize your week better?
- Can you commit to adding more studying time if it is necessary?
- Can you commit to a semester *routine* in order to be more successful?



Class Discussion: A common time waster:



Are you a... procrastinator?

Did you know that there are different types of procrastinators?

Read the following descriptions and see if you can relate.

Perfectionist:

“I find it difficult to start a task because the thought of getting every detail perfect is overwhelming.”

Ways to help:

- *Focus on what is realistic*
- *Seek support from others*
- *Make “to do” lists that break down big tasks into smaller tasks*
- *Accept that mistakes happen – keep it light*
- *Commit to rewarding yourself for achieving even small goals*

Worrier:

“That task seems risky and I don’t want to mess up. I prefer to stay in my comfort zone.”

Ways to help:

- *Learn to make realistic judgements about time needed for tasks*
- *Don’t let the “what if” thoughts keep you from trying*
- *Break down tasks to reduce anxiety*
- *Do at least one thing a day that puts you out of your comfort zone*
- *Try to find at least one exciting thing about each task*

Crisis Maker:

“I work best when I’m under pressure. I enjoy the rush of working under a tight deadline.”

Ways to help:

- *Remind yourself that you are not going to be turning in your best work if you don't have time to review and reflect*
- *Create “deadlines” for yourself as a way to use your natural need for adrenaline*
- *Engage in other activities to give yourself that feeling of being under pressure such as playing a sport*

Dreamer:

“I find the *thought* of doing a task more pleasant to think about rather than *actually* doing it.”

Ways to help:

- *Avoid vague goals and be specific with your plan on how you're going to finish something*
- *Schedule creative time for yourself – play*
- *Plan out steps of projects or assignments and put them in writing – follow your directions*
- *Use alarms or timers to keep yourself on track*

Over-Doer:

“I find it difficult to say no. Sometimes I take on too much and wind up putting off one task for the sake of completing something else.”

Ways to help:

- *Recognize your personal limitations*
- *Rank priorities and post the list where you can review it throughout the day*
- *Incorporate time for relaxation and meditation*
- *Learn to say “no” when appropriate*

Defier:

“I find it difficult to do something if I don’t think it’s necessary. I prefer to maintain control over situations.”

Ways to help:

- *Look for reasons behind assignments and responsibilities*
- *Reflect on ways you could respond rather than just saying “no”*
- *Learn self-calming strategies*
- *Look at the bigger picture when making a choice not to do something*

Class Discussion: Procrastination, a common time waster:

Can You Relate?

After reading the six types of procrastinators, in small groups, discuss these questions:



- Can you relate to any of the Procrastinator Types descriptions? Which ones?
- How do you relate? What is your identifying behavior?
- Have you tried to change this behavior before? If so, what did you try?
- What behavior change would you prefer to do instead?
- Can you commit to trying a different behavior to stop procrastinating?
- Which behavior will you commit to?

Time Management

- follow a daily schedule -

If you put effort towards changing some of your time management habits, you will notice a difference in your grades, your stress levels, and you will see progress towards your goals.



Get Help When You Need It

Center hours are:

Monday through Thursday, 9 a.m. to 7 p.m.

Friday, 9 a.m. to 2 p.m.

Sign in for STEM tutoring

- Click on the link below to access our remote services:

[Biology](#)
[Calculus](#)
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- NOTE: A valid student ID is required for all services.

Stem Center: www.citruscollege.edu

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