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| Title | Time Management |
| **Due Date** | Due Wednesday |
| Where to Post | Click on "New Post" button above and type your response in the space provided below.  Click Save. |
| Points | 5 |
| Subject | Name / Time Management |
| Criteria | * Grammar, punctuation, spelling and usage are correct * Comments and/or questions indicate that you have read the course information * Post includes at least two questions, comments, or concerns and at least two things you need to do to succeed |
| Objective | Effectively manage your time so you are able to complete the requirements of this course and have a life. |

#### **Please read the two short articles below on Time Management.**

[Time Management Principles](http://www.d.umn.edu/student/loon/acad/strat/time_man_princ.html) (University of Minnesota)

[Time Management](http://www.ucc.vt.edu/lynch/timemanagement.htm) (Virginia Tech)

Why talk about time management in a course about research in the 21st century? Because effectively managing your time lowers stress levels and improves academic success. And because time management is a key skill for researchers--including students--who have access to an unprecedented and overwhelming number of information sources. Further, student development scholars consistently find that effective time management is one of the keys to academic success and that some beginning college students are weak in this area.

Apparently students are not the only ones who are weak as time managers. Corporations spend millions of dollars a year training their managers in effective time management. These businesses have found that teaching people how use time effectively is worthwhile! Time management...not a snazzy topic, but a practical one.

Think of this class as a journey. Like other journeys, this one aims at a particular goal, a fulfillment. As you begin, you are no doubt thinking about your resources in time and energy to be garnered for the successful completion of this course. Most students can benefit from a bit of pre-journey information about study expectations as well as a short assessment of time management skills. This week you will complete a time management exercise that helps you explore your own time management strengths and issues.

Students are often surprised to discover how much time college instructors expect their students to spend on their studies. Believe it or not, college instructors have a formula in mind when they measure the study time required for success in their courses. Hold on to your chair--here is the formula: for each hour of class time, students need to spend two additional hours outside class studying and completing assignments. For example, a five credit-hour class which meets five hours per week would require ten additional hours per week of outside study. A five credit-hour class, then, will involve fifteen hours of study per week! Although online students don’t "meet" for class, the formula for this course is the same: a 5 credit-hour class equals 5 hours in class and 10 hours studying outside class for a total of 15 hours a week. Now consider the total number of hours your courses will require this quarter.

In this course, you will spend time reading and responding to other students' comments and assignments, researching online resources, and *physically going to your local library* to use important resources that are not available online. Your success--and thus your grade--depends on your ability to spend time and energy completing the assignments over the ten-week duration of the course. Like many college courses, the learning is cumulative: what we cover each week will help build a foundation for future weeks. Not only that, but each week's assignments will build on the work of the previous week. As a community of learners, we all need to be on the same page so that we can share meaningful discussions about assignments in progress. Therefore, to do well individual and as a class, you'll need to keep up with assignments and discussion from week to week.

So, think about the impact of adding another 15 hours to your already busy life. Can you meet the challenge? Most definitely. But some careful planning will be required. To manage your time in college, you must first set priorities. The decision to attend college, whether in residence or online, is a commitment to being a professional student as long as you're enrolled. Any professional -- doctor, businessperson, athlete, or student -- pays attention to his or her professional responsibilities above most other things in life. Usually work comes before pleasure. Actively identifying and managing your priorities will help you develop a manageable system for the living each day accordingly.

Now that you have read a little about time management, use the following skill assessment to help you understand your own use of time.

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| --- | --- | --- |
| **For each set of statements below, mark the number that best describes you.** |  |  |
| 1. I like to set my watch at exactly the correct time.  2. I like my watch to be set a few minutes ahead of the correct time.  3. Most of the time, I do not wear a watch. | 1. I tend to arrive at most functions at least five minutes early  2. I tend to arrive at most functions exactly on time.  3. I tend to arrive at most functions a little bit late. | 1. In the course of my daily activities I tend to walk and talk quite fast.  2. In the course of my daily activities I tend to take my time.  3. In the course of my daily activities I tend to walk and talk slowly. |
| 1. In high school I almost always completed my daily assignments.  2. In high school I usually completed my daily assignments.  3. In high school I often failed to complete my daily assignments. | 1. I like to finish my assignments with a little time to spare.  2. I tend to finish my assignments and reports exactly on the due dates.  3. I sometimes finish assignments and reports a little late. | 1. I rarely spend more than fifteen minutes at a time on the phone.  2. I sometimes spend more than fifteen minutes at a time on the phone.  3. I often spend more than fifteen minutes at a time on the phone. |
| 1. I rarely spend more than an hour eating a meal.  2. I sometimes spend more than an hour eating a meal.  3. I usually spend more than an hour eating a meal. | 1. I never watch more than 1 1/2 hours of TV on a weeknight.  2. I sometimes watch more than 1 1/2 hours of TV on a weeknight.  3. I usually watch more than 1 1/2 hours of TV on a weeknight. | 1. I never spend more than an hour surfing the Web or talking on a chat line at any one time.  2. I sometimes spend more than an hour surfing the Web or talking on a chat line at any one time.  3. I usually spend more than an hour surfing the Web or talking on a chat line at any one time. |
| Add up the numbers you have marked: \_\_\_\_\_. The higher the total, the more you need to work on time management skills now that you are engaged in college study. If your total is over ten you probably need to adjust your priorities and begin to take more responsibility for managing your time. |  |  |

After completing the questionnaire, write a 3 paragraph response that addresses the following questions:

How would you evaluate yourself as a time manager right now?

* What do you see as your greatest asset in terms of time management?
* What do you think will be your greatest hindrance to effectively manage your time? How do you intend to deal with this hindrance? How might you use your assets to overcome your weaknesses?
* What is your time management plan for this quarter? (The plan may be brief--such as how and when you will find time to do class work and what you might need to eliminate while you are in school, such as socializing, playing video games, or reading for pleasure).

#### **Step One:**

Read the required readings.

#### **Step Two:**

Take the quiz above and write your 3 paragraphs on time management.

#### **Step Three:**

Post your 3 paragraphs to the Discussion Forum below.