



TIME MANAGEMENT!

QUICK TIME MANAGEMENT IQ QUIZ!

QUICK QUIZ ON TIME MANAGEMENT

- I create a daily calendar and task list (T/F)
- ➤ I try my best to stick to my daily calendar and task list (T/F)
- ➤ I allocate enough time for my homework, tests, assignments, and extracurricular activities (T/F)
- I don't take any unnecessary breaks while I work (T/F)



QUICK QUIZ ON TIME MANAGEMENT

- ➤ I always allocate extra time in my schedule/calendar for any unforeseen events (T/F)
- ➤ I constantly feel overwhelmed with the piling of soon-to-be due school work because I didn't make note of their due dates (T/F)
- I get at least (minimum) 8 hours of sleep each day (T/F)



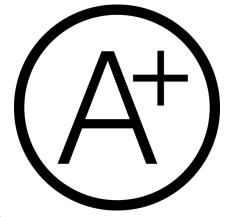
QUICK QUIZ ON TIME MANAGEMENT

Grading System:

- A "True" is worth 2 points
- A "False" is worth 1 point

Scores:

- If you got more than 10 points, you have great time management skills!
- If you got less than 7 points, you need to work on your time management skills





THE KEYS TO EFFECTIVE STUDYING

- Effective study skills must be practiced in order to improve
- It's not enough "think about" studying you actually have to do it and then reflect on what you could be doing better
- Developing a healthy habit <u>should start</u> <u>early</u>, for the greatest <u>foundation</u>



STUDY SCHEDULE CONSIDERATIONS/TIPS

1. IDEAL STUDY PLANNING

- > 2 weeks to study
- Test = allot more study time
- Quiz = allot less study time
- > 1-2 weekends to study
- CHUNK content and SCHEDULE
- ➤ Ability for REPETITION



2. IDEAL STUDY EXECUTION

1ST TIME: jot notes of each item (handwritten/typed) in that section. **(approx. 1 hr)**

2ND TIME: make cue cards for practice (approx. 30-40 min per section)

3RD TIME: review cue cards and make jot notes for the parts you don't recall **(approx 20-30 min per section)**

ADDITIONAL: combination of jot notes, cue cards, and speaking out loud (focus on **difficult material**)

See teacher/tutor to review challenging parts <u>throughout</u> study schedule.

STUDY SCHEDULE CONSIDERATIONS/TIPS

3. BEST PRACTICE TIPS

- > MATH/SCIENCE: do your homework & check answers
- Go in for <u>help</u> if you want better results on quizzes/test!
- Review class notes & make jot notes on <u>days when</u> you have no homework
- QUIZ BACK: go in for help and learn wrong answers for better results on tests
- > TEST BACK: go in for help and learn wrong answers for better results on exams



Studying a few minutes every day



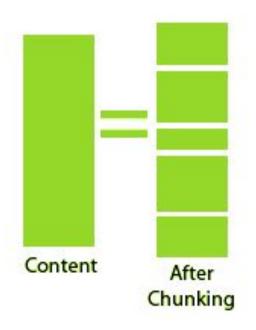
Study for 30 hours straight one day before the exam



CHUNKING: WHAT IT IS, HOW TO DO IT!

- 1. List all of the components.
- 2. Categorize each item.
- 3. Identify the **complexity**.
- 4. Use THAT information to break them into even chunks of 4-6.
- 5. Try to study each section the first time by itself so that you can focus on the content.
- 6. Ensure ability to have **repetition**. Schedule for repetition!
- 7. Follow the tips in the previous slide and in the next slides for how to study each section.
- 8. Don't forget to **CHUNK YOUR <u>ASSIGNMENTS!</u>** Include ability to show to your teacher for feedback before the final submission.

Physically write out the schedule the moment you are told about a test/quiz!



SAMPLE CHUNKED STUDY SCHEDULE

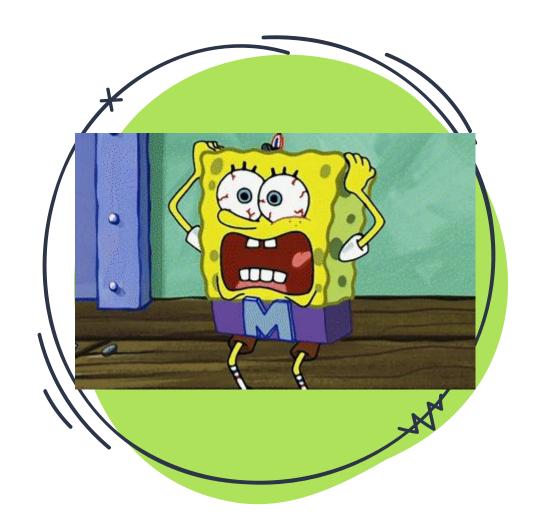
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Study Science - 1	2 Study Science - 2,3
3 Study Science - 4	4 -Study Science - 1,2 -Answer Qs 1-3 Fam Stud	-Study Science 3,4	6 Study ALL Science Fam Stud Qs 7-9	7 Study ALL Science FAM STUD Qs DUE	8 SCIENCE TEST Study GEO 1	9 Do ALL Geo research COMPLETE Geo Research Organizer Study GEO 1,2
Do 1 Annotated Biblio for Geo Study GEO 3,4	11 -Show Teacher Research Org & Biblio for feedback -Make changes to Res Org using feedback	-Make changes to Biblio	13 GEO Research Org Study GEO 6	14 Study GEO 1,2 Study SCI 1, 2	15 Show GEO AB for feedback Study SCI 3, 4	16 FINISH GEO Research Org Study GEO 3, 4, 5 Study SCI 5, 6, 1
Make any changes to GEO AB		19 GEO RESEARCH ORGANIZER DUE Study ALL GEO Study ALL SCIENCE	20 - GEO TEST - SCIENCE QUIZ	21	22	23
SCIENCE TEST COMPONENTS 1- meet your solar system 2- exploring space, sun and other stars 3- galaxies, universe and unsolved mysteries 4- Movements of earth and the moon 4- other objects in the solar system (Note: Units 4&5 are small so they are chunked into 1)		pollution/ waste 3 - charges@work B: Van de Graaff Gen., Photocopiers, Print/scanners, Radiation Dosimeters			GEO TEST COMPONENTS 1 - Ch 16 - Population 2 - Ch 17 - Aboriginal Population A 3 - Ch 17 - Aboriginal Population B 4 - Ch 18 - Immigration A 5 - Ch 18 - Immigration B 6 - Ch 33 - All	

LIFE HAPPENS!

Maybe Grandma came to visit and threw off your plans...

No sweat! Roll with it and adjust where necessary.

It will work out!



MAKE SURE YOU LEAVE TIME FOR...

- Physical activity!
- Time with FAMILY and FRIENDS

> Try to avoid **gaming** and **social media** during your study

breaks:P





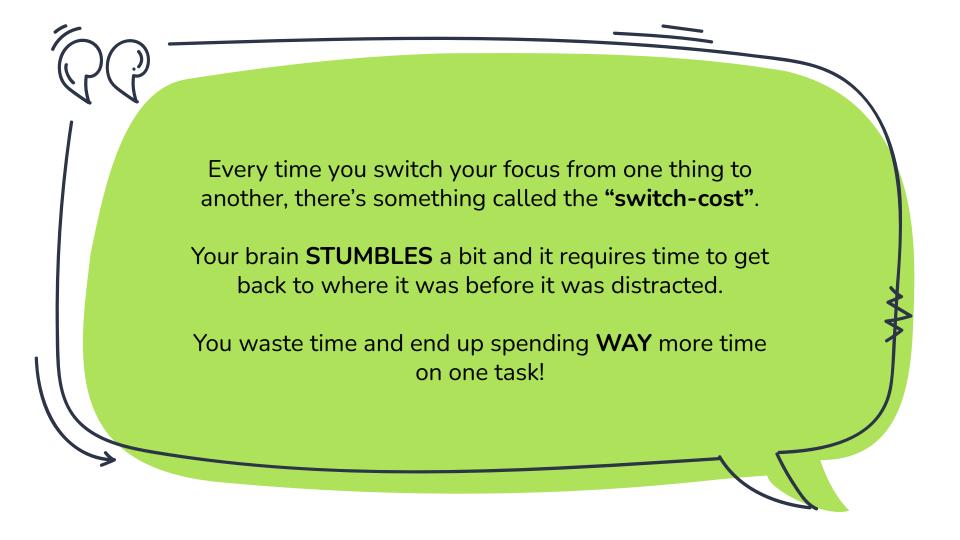
IMPORTANT!!!

Remove your phone from your study area

AND

turn off distracting apps on all of your devices until your BREAK TIME.

You <u>extend</u> your 'study time' *SIGNIFICANTLY* when you try to <u>multitask</u> studying and social media.



TIME MANAGEMENT AND CULMINATING ASSIGNMENTS!

WHY ARE CULMINATINGS CHALLENGING?

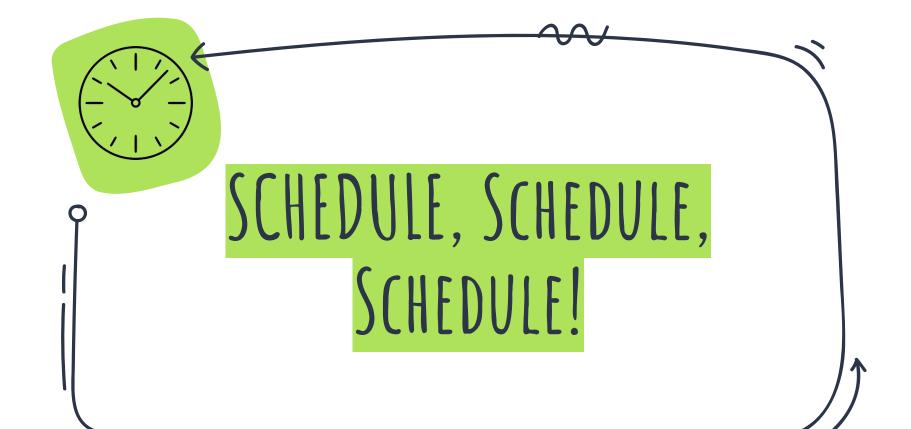
- It's overwhelming to do a project for an entire course (& 5 months-worth of material)
- You are often completing other course summatives at the exact same time which leads to intense STRESS!!!
- You also often have 1-3 other tests that you also need to be studying for as well.

Where do you find the **TIME**?



- The same <u>study strategies</u> discussed for tests/quizzes also apply to finish off culminatings
- The following slides will provide a <u>SAMPLE</u> of what your <u>Culminating</u>
 Schedule <u>could look like!</u>





SAMPLE CALENDAR FOR 3 CULMINATING PROJECTS

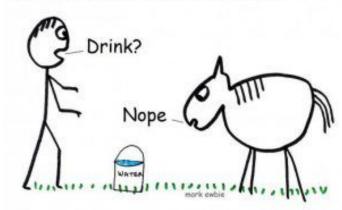
5	6	7	8	9	10	11
	SCIENCE, ENGLISH,	SCI: Part A	SCI: Part A	SCI: Part A	SCI: Part A	SCI: Part A
	BUSINESS:	ENG: Essay (Thesis)	ENG: Essay (Intro)	ENG: Essay (Intro)	ENG: Essay (Intro)	ENG: Essay (Body #1)
	Prepare/Organize all	BUS: Studying for	BUS: Studying for	BUS: Studying for	BUS: Studying for	BUS: Studying for
	notes. Ensure have all	Test (If time start	Test (If time start	Test (If time start	Test	Test
	Tests/Quizzes.	start Part A)	start Part A)	start Part A)		
12	13	14	15	16	17	18
SCI: Part B	BUS: Studying for	SCI: Part B	SCI: Part B	SCI: Part B	SCI: Part C	SCI: Part C
ENG: Essay (Body #1)	Test	ENG: Essay (Body #2)	ENG: Essay (Body #2)	ENG: Essay (Body #2)	ENG: Essay (Body #3)	ENG: Essay (Body #3)
BUS: Studying for	SCI: Part B (If time)	BUSINESS TEST	BUS: Part A	BUS: Part A	BUS: Part B	BUS: Part B
Test	ENG: Essay (If time)					
19	20	21	22	23	24	25
SCI: Part C	SCI: Final read-over	SCI: Final read-over	SCI Culminating DUE	ENG Grammar Test	ENG: Final read-over	ENG Culminating
ENG: Essay	and check	and check	Study All English	ENG: Essay	and check	DUE
(Conclusion)	ENG: Essay	ENG: Study for		(Conclusion/	BUS: Part C	BUS: Part C
BUS: Part C	(Conclusion)	Grammar Test		Review/Peer-Edit)		
	BUS: Part C					
26	27	28	29	30		
BUS: Final read-over	BUS EXAM					
and check						
				1	1	I

REMEMBER...

Study strategies and calendar planning are **suggested** to help you be as **successful as possible**.

However, it is up to **YOU** to **follow through**!

You can lead a horse to water...



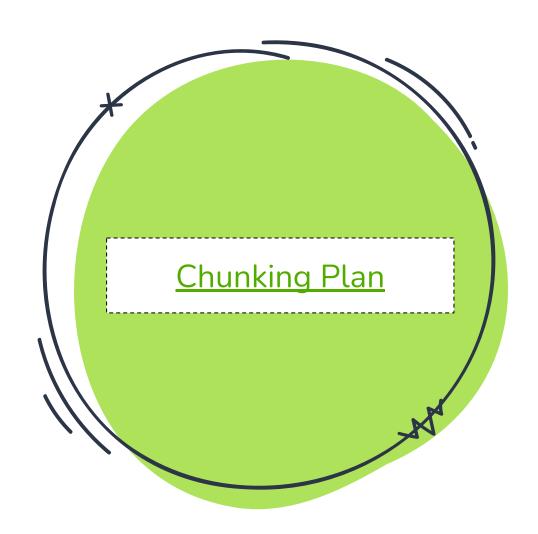
TIME TO PLAN!

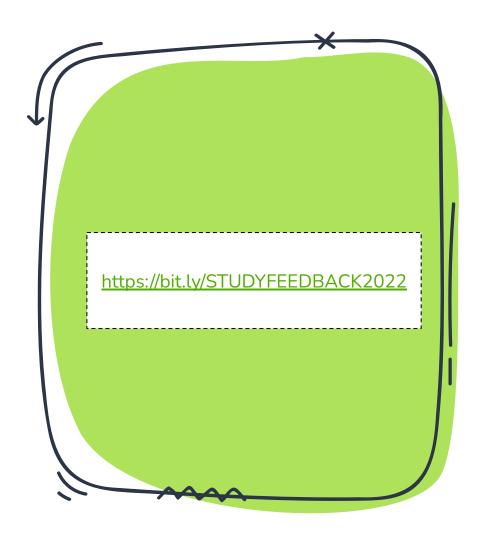
ANY QUESTIONS?

Ready to plan your personal calendar?!

Use the template provided and get started!







Before you leave today please fill out this quick form!

Thank you:)