



Time management and test taking

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Time Management

Time Management Definition “Time management” is the process of organizing and planning how to divide your time between specific activities.

Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high

One of the most important parts of time management is the planning phase!

Prioritize

Break tasks into smaller unit/parts

Keep Promises you make to yourself

Avoid interruptions

Be flexible



1. Arrange activities or steps by working backwards from important deadlines



2. Even writing a huge paper or studying for a big exam is manageable if you separate the final product into smaller, individual tasks



3. Do what you say you will do! Keep yourself accountable. One of the greatest sources of stress that you can put on yourself is that of procrastination.



4. Create or find an environment that allows you to be the master of how you spend your time.



5. The best plans have to change sometimes. Realize that you can work around unexpected events. Block out your courses, job and personal obligations on your calendar or agenda. Most people find that managing time creates time to get everything done!

Prioritize

Eisenhower Decision Matrix – This is a simple task you could do weekly or even daily to help you prioritize and or effective time management

Square 1 – Important and Urgent – These are immediate tasks that need your focused attention. They contribute to your long-term vision and goals and follow your principles. They are Tasks that you want to DO NOW!

Square 2 – Important but Not Urgent – These are important to your growth ... but aren't urgent. These things that compound and add long term value to your life. You want to try and spend most your time and energy on in this box.

Square 3 – Not Important but Urgent – Tasks like this aren't important but require your attention. This is a category that we need to be aware of! These tasks can drain our time and energy without contributing to our end goals. If possible, we want to delegate these or designate a specific or allotted time to these.

Square 4 – Not important and Not Urgent – Tasks that are not important or urgent. These consist of mindless activities ie.. Social media, TV , and they absolutely zap your productivity. We need to try and limit these. Its also important to note that these almost might help you recharge. If this is the case, they might be important for you. Be mindful for this.

	URGENT	NOT URGENT
IMPORTANT	DO	DECIDE
NOT IMPORTANT	DELEGATE	DELETE

Note taking –

Better notes will help you remember concepts, develop meaningful learning skills, and gain a better understanding of a topic. Effective notes will even lead to less stress when test time comes around!

Taking notes in class – doesn't mean writing down exactly what is on the slides. It could be summarizing or just writing down key examples. This allows you to stay on task and shows you are actively listening.

Summarizing key points by putting them in your own words, makes them more meaningful to you and requires you to think about what you are writing.

Instructors are really good about giving hints. When they mention that a certain topic or term etc... could be on the test, they aren't trying to trick you. Put a sticky, star etc... that you will recognize when you come back through your notes so you can spend some extra time on that area.

Divide your notes into checklists/sections – Terms, Short answer, diagrams to know, long answers etc...

At the end of the class or chapter, write a summary explain the key topics that were discussed. There should also be summaries at the start and end of each chapter in your book so if you don't want to make your own, go into your book and reach those ones.

Talk to your classmates, see what they took from a lecture. Did they catch anything that you didn't write down. Did you miss something important? Quiz each other – figure out the main points, key questions etc... Find things that you don't understand but they know.

Some people enjoy this and others don't but making your notes nice and organized whether with colour or not make it easier for you to process your notes when you go to sit down to study.

Where do I start - New work is discussed in class. The same afternoon you need to follow steps 1-6

SURVEY: Skim read the work. Think about the title, the introduction and the headings. Form an idea in your head of what the work is about

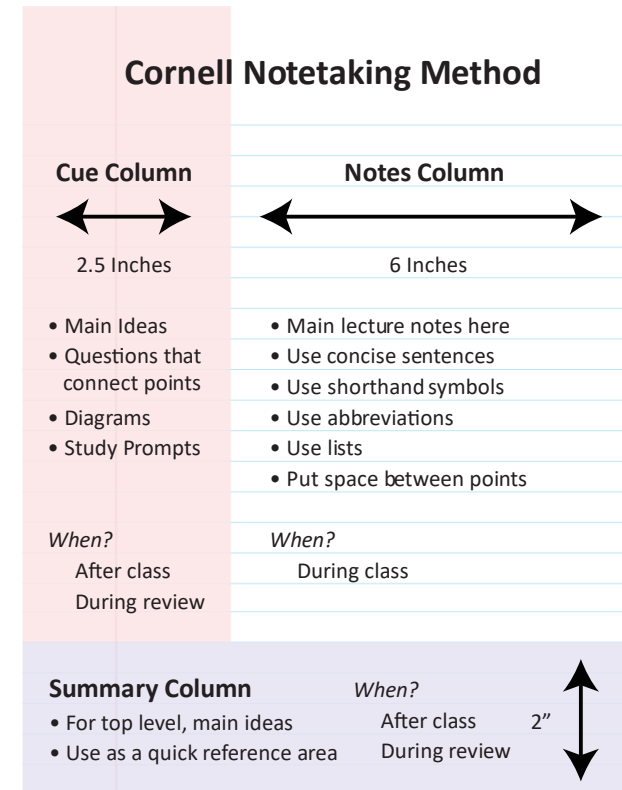
QUESTIONS: Ask yourself what you already know about the topic? Who, what, when, where, why and how?

READ: Read the whole section. Highlight important facts or keywords.

SUMMARISE: Make summaries using the three-column method or make a mind map.

TEST: Test yourself. Cover your summary and see how much of the information you can recall.

REVIEW: Review the work until you remember all the information in your summaries.



Study tips

1. Be clear with exactly what you plan to study. Avoid scheduling broad study sessions Pick one aspect or topic to focus on during your study session. Understand when you are most focused: morning, afternoon, or evening?

2. Remove the distractions - Temporarily disable social media apps on your phone, and put your phone on silent.

3. Chunk into smaller, more manageable sections. Set aside blocks of time to study gradually, instead of trying to study for 10 hours straight. Take breaks! Allowing yourself to take a short break will ensure your study sessions are more focused.

4. Write notes in your own words. Create flash cards. Try and anticipate what your professor will ask on the test/midterm etc.. - this is a great way to test yourself! Try teaching the content to a friend - this will allow you to quickly identify if there are gaps in your knowledge.

5. Be present - don't miss class, turn your phone off or on silent + Leave it in your kitbag. Don't be on your laptop unless you can stick to keeping notes on your Microsoft word document. Try not to browse the internet, don't have other tabs open!

Schedule time to study

45 min. chunks max.

Take lots of breaks

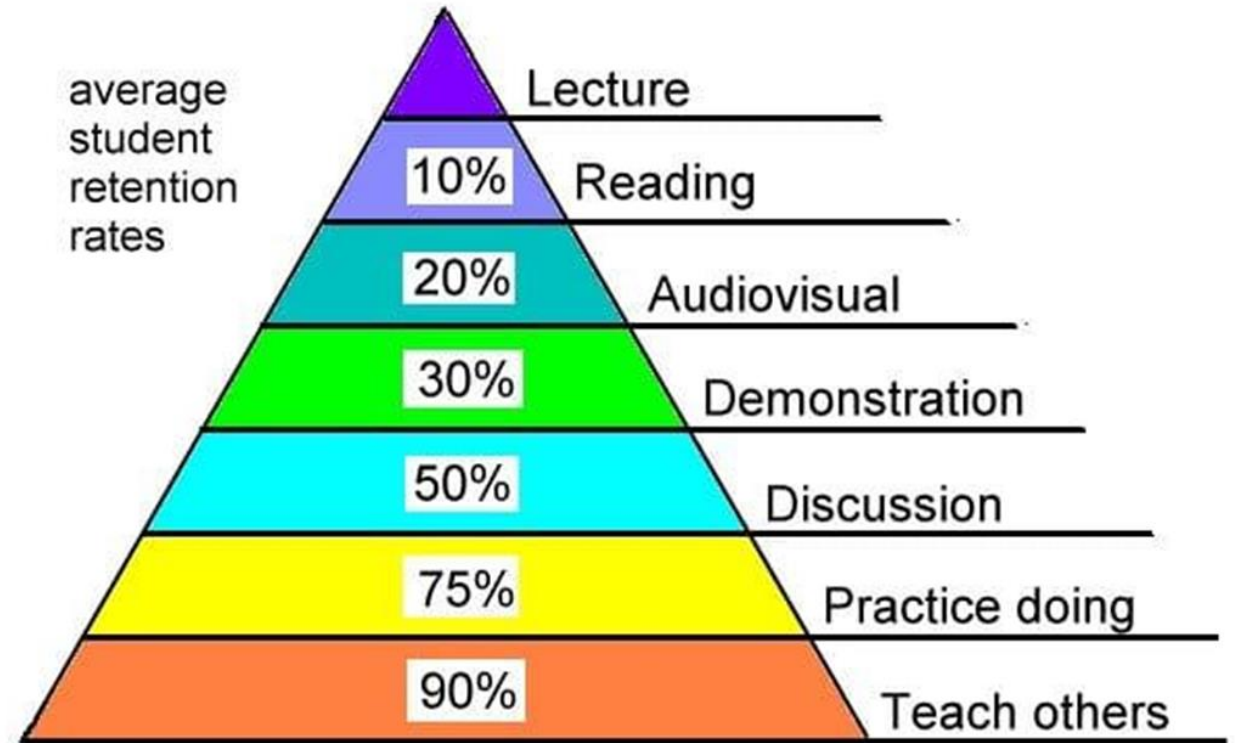
Space it out over the week
don't cram

Turn off phone



“Students learn 10% of what they read, 20% of what they hear, 30% of what they see, 50% of what they see & hear, 70% of what is discussed with others, 80% of what they experience personally, & 95% of what they teach to someone else.”

Learning Pyramid



Source: National Training Laboratories, Bethel, Maine