

Learning Skills, Room 120

Get Organized

Communication

- post a schedule of your classes, study time, etc on the fridge; let your family know when you are not available and when you are
- discuss issues of concern with your instructors
- put contact information for your instructors, family group members, tutors, and practicum supervisors in phone book/computer address book/cell phone/binder page

Task Management

- make a weekly to-do list that includes all tasks that need to be done
- differentiate between projects and tasks
- limit each task to a single action
- determine which task needs to be done next (to make progress)
- categorize tasks (home, school, errands, etc) and make subcategories (school/Eng 115/assignment #1/develop thesis statement)
- prioritize according to time and importance: determine which tasks must be done by the end of the day/week

Time Management

- use agenda books to remind yourself of assignment due dates
- estimate how long it will take to do each task on your to-do; be realistic; add a safety zone
- use the two-minute rule: if it can be done in two minutes, do it!
- use waiting time, travel time (unless you are the driver!), and time between classes to read and review
- maximize time on campus (research, labs, etc)
- use a term schedule
- schedule study time and stick to your schedule
- break your study time into tasks (ie brainstorm ideas, write outline)
- schedule breaks or rewards at the end of a task
- schedule family and personal time
- recognize procrastination and look for the cause
- get help (Learning Centre/www.learningcommons.uoguelph.ca/guides/time_management)

Course Management

- know the name of each course as well as the number
- read the course outlines carefully; note objectives and goals and refer to them when doing assignments and studying for tests (handout)

- make a feature page of important aspects of each course and put in page pocket
- keep your instructors informed of your perception of your learning

Assignment Management

- be clear on the purpose of the assignment
- refer to the handout and the marking matrix when working on assignment (see handout)
- start early; expect to meet the deadline
- consider each assignment as a project that will take several/many steps to complete; list steps
- be realistic about the amount of time for each step
- consider “thinking” as a valuable and necessary step
- eliminate a step by composing on the computer
- order items from the library as soon as possible
- don’t just use online resources as they are limited; use databases - ask for help

Resource Management

- use cardboard pocket pages for each course section in your binder to organize loose papers
- date and put course number on all handouts
- get a three-hole punch and keep it in your binder (or go to LC)
- punch and file handouts every day
- put stickies on binder/text pages that you refer to often
- use clear pocket pages for important items that you use often put all papers pertaining to an assignment together in one folder
- label disks or CDs if using; include your name in case of loss
- get a locker so that you are not packing around heavy books
- organize all the items that you will need for the next day at night and put by the door. Double check. Don’t pack books/binders that you won’t need.

Computer Management

- always name (file/save as) a document before writing a single word
- create and use folders and subfolders (CYCL/252 #1 article summary)
- only have one document, not lots of versions of one document
- save to email (Hotmail, Yahoo) not to disk; put course and assignment number in the subject line. File old versions.
- bookmark good sites and organize your bookmarked items into folders for each course and assignment