

First-Year Seminar  
for  
Computer Science Students



Time Management  
Getting it all done!

Time Management



☞ Taken from

[http://www.sjsu.edu/people/annette.nellen/  
website/time\\_management.htm](http://www.sjsu.edu/people/annette.nellen/website/time_management.htm)

## Be Organized

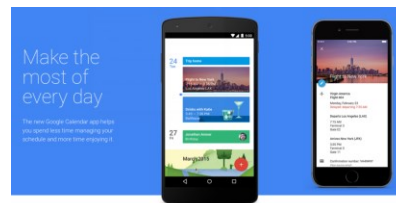


- ☞ Calendar:
  - ☞ classes, study times, all appointments
- ☞ Computer file folders:
  - ☞ keep your computer workspace organized too!
- ☞ Workspace:
  - ☞ "A place for everything, and everything in its place"
- ☞ "To do" lists
  - ☞ keep track of tasks that don't have a schedule
- ☞ Check **email** on a schedule (at least)

## Calendar Apps



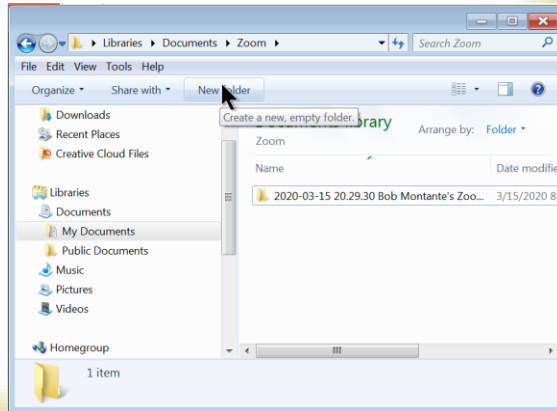
- ☞ Plan your day, your week, your semester
  - ☞ Google Calendar (Android, iOS)
  - ☞ Apple Calendar (iOS)
  - ☞ many others



## File Folders



- ❧ Easy to set up ahead of time, or as needed
- ❧ Descriptive names
- ❧ Sub-folders for increased organization



## Plan ahead – plan behind



*In a word processor or text editor,  
or on a sheet of paper:*

- ❧ Write down the three most important things to do tomorrow
- ❧ Write the three most time-consuming things you did yesterday

## 1-minute exercise



- ⌘ When I say GO,  
look at any convenient clock *once*
- ⌘ Sit and think for sixty seconds
  - ⌘ DON'T look at your clock
    - ⌘ no phones, computers, wristwatches...
- ⌘ Look at the clock after you think the time is up
  - ⌘ How close are you?

## Plan Ahead



- ⌘ How long will a task take?
  - ⌘ (Can you decline a time-consuming task?)
- ⌘ Can you combine tasks to save effort?
- ⌘ Take smaller steps:
  - ⌘ Divide big tasks into smaller subtasks
    - ⌘ Write a paper → Research sources; Write a draft; Help from WALES; Write final draft; submit

## Prioritize Your Tasks



- ❧ Set long-term goals; set short-term goals
- ❧ Rate your "To Do" lists
  - ❧ A – most important;
  - ❧ B – less important;
  - ❧ C – not important
- ❧ Estimate time/resources needed for "To Do" items
  - ❧ Shorter tasks can be good too!

## Avoid Overload and Burnout



- ❧ Include time for rest, relaxation, sleep, eating, exercise, and socializing
- ❧ Take short study/work breaks
- ❧ Don't put everything off until the last minute
  - ❧ "Cramming" is bad!
- ❧ Say "no" when appropriate; negotiate better deadlines when needed

## Effective Use of Class Time



- ❧ Review course schedule, information promptly
- ❧ Ask questions as they come up during class time
- ❧ Being a "model student"!
  - ❧ Attentive and participating in class
  - ❧ Punctual, prepared, and ready to learn



## Effective Study Techniques



- ❧ Choose a suitable study environment
- ❧ Read for comprehension
  - ❧ Don't just get to the end of the chapter
- ❧ Divide difficult tasks into smaller subtasks
- ❧ Start projects early instead of late
  - ❧ Finish early so you're ready to go

# Asynchronous Classes



Managing class time on your own

## Time in Class...



- ☞ Normal 3-credit class meets:
  - ☞ 3 times per week × 50 minutes per class
  - or*
  - ☞ twice a week × 75 minutes per class
- ☞ Expect to spend 150 minutes, or 2.5 hours per week in one class' meetings
- ☞ **Asynchronous** classes – YOU must schedule those 2.5 hours yourself!

## ...and Time Outside of Class



- ☞ Typical expectation: equal or more time spent outside of class than in class itself
  - ☞ Some classes expect twice as much time
- ☞ "Homework" – another 2.5 – 5 hours per week
- ☞ Plan to devote 5 – 7.5 hours per week to *each* of your classes
  - ☞ 15 credits of classes? 25 – 37.5 hours per week
  - ☞ Less than a full-time job at 40 hours per week...

## Time Management is Key



- ☞ Plan ahead for those 2.5 hours of equivalent class time
  - ☞ Watch presentations, videos, or however the material is presented
  - ☞ Break sessions into two or three pieces, on separate days
- ☞ Schedule more time for *homework*
  - ☞ Outside-of-class readings
  - ☞ Assignments



## Again: Organize Yourself



- ☞ Schedule times when you *will* work on that asynchronous class
- ☞ Use a calendar or planner,  
and plan your time
  - ☞ Computer app
  - ☞ Paper
  - ☞ Whatever you're comfortable with

## Fill Out Your Schedule



- ☞ Add to your calendar:
  - ☞ "Homework" / "Library" time
  - ☞ Times to eat
  - ☞ Time for sleeping
  - ☞ Time for fun !
  
- ☞ ...and of course, the other classes...

## Finally...



*"No plan survives first contact with the enemy"*  
- military axiom

## Be Flexible



- ☞ Recognize that unexpected things happen
  - ☞ Illness, car trouble
  - ☞ Network outages!
- ☞ Be prepared to rearrange schedule if needed
  
- ☞ Know who to ask for help!

## Have a Vision



- ❧ *Why* are you doing all this?
  - ❧ What is the "big picture" for you?
- ❧ "Mission statement" –what do you want to achieve? When?
- ❧ How does a task fit into your personal goals?
- ❧ Choose what is important to you
- ❧ Be positive