

Time Management Student's Guide

Skills Students Need

This module addresses academic survival skills and provides opportunities for information gathering, synthesis, and analysis in solving problems and in critical thinking.

You should have the following skills prior to using this module:

- ability to send and receive e-mail
- ability to access and use the Penn State Course Management System, ANGEL
- ability to use a network browser and access to the Internet

If you feel you are lacking some of these skills, there are resources available at Penn State where you can go for help. Some of these resources include:

- computer labs
- seminars
- periodic training sessions
- peer tutoring

For more information about these resources, use the Penn State Web site, <http://www.psu.edu>, to search for the location of the University Learning Center at your location. Staff at the Learning Centers will be able to help you find the additional help you need. Your academic advisor can also help you locate resources for getting help.

ANGEL

The iStudy for Success! modules work in the Penn State course management system, ANGEL (<http://cms.psu.edu>) In order to log on to ANGEL, you will need to have activated your Access account. For more information about your Access Account, see <http://aset.its.psu.edu/accounts/access.html>.

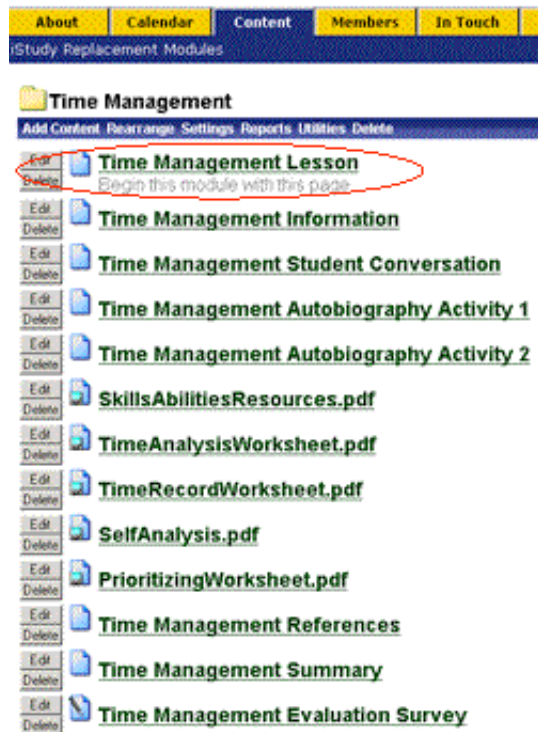
If you are completing iStudy for Success modules as part of a class, your instructor will tell you which modules and activities to complete and how to access them. If you are completing iStudy modules on your own or with the help of a tutor at the University Learning Centers, directions for creating a group in ANGEL and importing modules are found at the iStudy Web site (<http://istudy.psu.edu/access.html>).

Quizzes, Reflective Questions and Activities

Each module contains activities designed to help you learn and practice the concepts presented. Reflective questions help you recall what you already know about the topic as well as to work through new ideas and concepts. Worksheets and tip sheets supplement the instruction and give you an opportunity for additional practice. Quizzes provide yet another means for you to practice as well as to check to be sure you have read and understand the materials.

The modules all have a standard layout. When you import a module into your ANGEL group a folder with the module's name will be added under the "Content" tab (ANGEL group). This folder can be moved and placed within another folder if desired.

To start the module, you should open the first file in the list inside each module's folder. This file has the word *lesson* as part of its name and contains the links to other parts of the lesson.



Open the first file in the module folder to begin the lesson.

This "master" file contains descriptions of the purpose, goals, and objectives, as well as instructions for completing the module, references to materials used in designing and developing the content of the module, a summary of the important points in the module, and a survey for you to complete after finishing the module. (Survey results are available to editors in the group or course through the on-line grade report tool.) If you are completing the modules as part of a course, your instructor will tell you if you are to complete the survey or not. If you are completing the modules on your own or with a tutor in the Learning Centers, you do not need to complete the survey.

The rest of the files in each module's folder are accessed through links embedded within the content. As you read the content and complete the activities, other files from the module will be used. Some students may become confused because they try to complete the module by working their way down the list and viewing each file without reading the accompanying materials. This is not the way the module was

designed to be completed.

Note: The module will only work correctly if you begin with the "master" file and work through the activities using the embedded links.

Scores for quizzes are recorded in ANGEL and can be accessed through the on-line grade report tool. Responses to reflective questions using the "My Notes" tool are accessible only to the person who types them - they are not available to the group or course editors. Your instructor may ask you to use a word processor instead of the "My Notes" tool to record your responses so you can submit the work for grading.

Assignments Checklist

Following are the assignments embedded in the Time Management module:

Activity 1: Activity - worksheets for prioritizing and analyzing how you spend your time

Activity 2: Reflective question - what problems do you have with how you spend your time?

Activity 3: Activity - another way to see how you spend your time

Activity 4: Activities - think about your long-term goals

Activity 5: Reflective question - think about your long-term goals

Activity 6: Reflective question - think about your semester goals

Activity 7: Reflective question and worksheet - think about and list obstacles to achieving your goals

Activity 8: Reflective question - summarize the obstacles and challenges you face

Activity 9: Activity - list strategies for overcoming obstacles

Activity 10: Activity - use the worksheets to record and analyze how you actually spend your time

Activity 11: Reflective question - favorite ways to procrastinate

Activity 12: Reflective question - what out-of-class activities are you involved in?

Activity 13: Reflective question - what are your long-term goals?

Activity 14: Reflective question - what are your semester goals?

Activity 15: Reflective question - what obstacles are in your way?

Activity 16: Reflective question - review what you have written so far

Activity 17: Reflective question - develop a strategy for achieving your goals

Activity 18: Activity - gather materials needed for getting organized

Activity 19: Activity - complete the weekly timetable

Activity 20: Activity - complete the daily timetable

Activity 21: Reflective question - how do you procrastinate?

Activity 22: Reflective question - how can you avoid pitfalls?

Relationship to Other iStudy Modules

This module is related to other modules on personal effectiveness, including note taking, active reading, active listening, project planning, interview skills, stress management, conflict management, peer tutoring, and brainstorming.