Managing Limited Time and Multiple Demands

Gradstravaganza
Learning Services

- Counseling & Psychological Services
- SUB I, Suite 3129
- 703-993-2380
- learningservices.gmu.edu

Services will be virtual for Fall 2021
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gradlife.gmu.edu/maximizing-productivity-workshops
Peer Academic Coaches
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Mason Learning Services
165 subscribers

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  - 92 views • 1 year ago

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Study Tips

- Stop Light Study Technique

- Study Strategies: Working Backwards
The Study Cycle

1: Preview before class
2: Go to class
3: Review notes after class
4: Use intentional study sessions
1. Create a Yearly Calendar

- Plan **2 years** in advance
- Yearly calendar divided into months
- Long-term deadlines
2. Create a Semester Calendar

- Use a monthly calendar
- Add exams, papers, projects
- Other important events
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<thead>
<tr>
<th>Sun</th>
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<td>COMM: In-class Presentation</td>
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<td>Proposal review w/Advisor</td>
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3. Put Your Big Rocks in First
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<th>Wed</th>
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4. Make a Daily Task List

- Set 2-3 goals for the week
- Determine 2-3 most important activities for each day for the next 7 days
- Be specific
  - Not “Work on Proposal”
  - Instead, “Make final edits to Proposal”
### Daily Preparation Schedule

For the Week of October 19, 2015

#### Goals for the Week:
1. **Prepare for Exam**
2. **Finish proposal presentation**
3. **Start on group project**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Thursday</th>
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<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Most Important Study activity to complete</td>
<td>Create flashcards for Ch. 9</td>
<td>Send revised proposal to committee</td>
<td>Complete 10 review questions</td>
<td>Review flashcards</td>
<td>Quiz self on review questions</td>
<td>Edit talking points for proposal</td>
<td>Brainstorm ideas for group project</td>
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<tr>
<td>Second most important study activity</td>
<td>Make final edits to proposal</td>
<td>Complete 10 review questions</td>
<td>Develop PowerPoint</td>
<td>Read over group project directions</td>
<td>Contact group members to set up a meeting</td>
<td>Complete problems 16-30 in Ch. 5</td>
<td>Rehearse proposal presentation</td>
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<td>Third most important study activity</td>
<td>Read Ch. 5</td>
<td>Locate and read 10 sources</td>
<td>Complete problems 1-15 in Ch. 5</td>
<td>Write 5 annotated bibliography entries</td>
<td>Locate and read 10 sources</td>
<td>Write 5 annotated bibliography entries</td>
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<td>Other study activities</td>
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</table>
5. Follow your plan

- Need to learn to delay gratification
- Procrastination is a learned behavior
- Reward yourself for following plan
6. Have Checkpoints

- Meet with your chair or professor
- Join a peer writing group
- Form a study group
- Give presentations on your progress
7. Be flexible

- Allow time for interruptions and distractions
- Avoid scheduling every minute of everyday
- Leave space for the unexpected
- Work in short bursts of 25 minutes
8. Overcome Procrastination

- Create challenging deadlines
- Make plans public
- Use the 5 minute plan
- Complete least favorite tasks first
- Reward yourself after completing a task
9. Prioritize

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<tr>
<th>Important</th>
<th>Urgent</th>
<th>Not Urgent</th>
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<tbody>
<tr>
<td>Quadrant 1</td>
<td>Deadlines &amp; Emergencies</td>
<td>Things that are coming up in the future that will become urgent if not addressed.</td>
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<tr>
<td>Quadrant 3</td>
<td>Interruptions</td>
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<td>Not important</td>
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<td>Quadrant 4</td>
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<td>Time wasters</td>
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10. Create Balance

- Plan Ahead
- Include time for fun
- Balance academics, work, and social life
Questions?