

Formulas for Success: Using Time Wisely

Joshua G. McIntosh
Don C. Sawyer III
Syracuse University
Office of Greek Life and Experiential Learning

SUNY ESF ♦ September 28, 2005

1

Overview

- Develop a more clear understanding of strategies for effective time management
- Develop a greater self-awareness of how you currently use your time
- Understand how learning styles impacts effective time management

2

Essential Skills for Effective People

- People who use these techniques routinely are the highest achievers in all walks of life, from business to sports to public service.
- If you use these skills well, you will be able to function effectively, even under intense pressure

3

A Shift In Focus

**Concentrate on results,
not on being busy!**

4

The Rule

- Many people spend their days in a frenzy of activities that produce few results because they are not concentrating on the right things.

The 80:20 Rule

- 80% of unfocused effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of the effort.

5

The Roadblock to Time Management

Procrastination

6

Why Do We Procrastinate?

- Poor Time Management
- Difficulty Concentrating
- Fear and Anxiety
- Negative Self-beliefs
- Unrealistic Expectations & Perfectionism

“Just one more video game then I’ll get going.”

We All Do It!

Putting off tasks for a later time is normal, but if it becomes a stressor, we end up wasting a lot of valuable time and energy!

How to Beat Procrastination

1. Recognize when you are Procrastinating
 - Become aware of your favorite procrastination tactics and learn to catch yourself as soon as you start to wander off.
2. Break Inertia
 - Do small things to get yourself started! (e.g., write the first sentence of your term paper). *“the freight train”*

How to Beat Procrastination

3. Divide project into small manageable pieces
 - Take one step at a time. Make use of small chunks of time. Writing a few lines now may inspire you to do more later.
4. Set reachable sub-goals that are specific
 - Saying “read 20 pages of Chapter 5 by 8pm” sounds better than saying “do some studying later.” This helps to gain a sense of accomplishment.

How to Beat Procrastination

5. Don't sabotage yourself
 - Set up your environment with as few distractions as possible. Arrange your work space the way you like it and work at times when you have peak energy.
6. Reward non-procrastinating behavior
 - You've finally made a dent in that paper you have been putting off. Give yourself a little reward.
7. Enjoy Your FREEDOM
 - When you complete an unpleasant task, take time and feel how nice it is to have it over and done with.

Advantages of Time Management

- Gain Time
- Motivates and Initiates
- Reduces Avoidance
- Promotes Review
- Eliminates Cramming
- Reduces Anxiety

Learning Preference Inventory

When someone gives you road side directions:

- A. You would rather write the directions out
- C. You would rather draw a map

Which distracts you more when studying:

- A. Loud noises
- B. Flickering lights

Which do you notice first about people you are meeting for the first time:

- A. The sound of their voice
- C. Their facial features

When you are interested in a new book, you would rather:

- A. Listen to the book recorded on audio cassette
- C. Read the book silently

When learning a new skill you would rather:

- A. Listen to a professor describe the steps
- C. Watch a class demonstration illustrating the steps

13

Learning Preference Inventory

Which do you prefer:

- B. Participating in an athletic activity
- C. Watching professionals play sports

If you lost your keys, you more likely would:

- B. Retrace your steps
- C. Visualize where you left them

Would you learn a lab experiment better if you:

- B. Figured out the directions yourself
- C. Watch the teacher demonstrate the experiment

Would you learn social studies better if you:

- B. Role played as historical characters
- C. Were shown slides and films of historical events

Which way is easier for you to learn to cook:

- B. Trying out or experimenting
- C. Following directions and illustrations

14

Learning Preference Inventory

Which would you rather do:

- A. Listen to a speaker
- B. Give a presentation

Which would be easier for you to learn:

- A. Words to a new song
- B. Steps to a new dance

Which is the easier way to learn a new language:

- A. By hearing new words explained by a teacher
- B. By encountering new words in real life situations

Which situation would enable you to study better:

- A. A room in absolute silence
- B. A place where you have room to move around

Would you learn more in a class that:

- A. Has you listening to interesting speakers
- B. Has you participating in class activities

15

Learning Preference

■ Total number of A's _____ = Preference toward an Auditory Learning Style

■ Total number of B's _____ = Preference toward a Kinesthetic Learning Style

■ Total number of C's _____ = Preference toward a Visual Learning Style

16

How We Learn

How we **perceive** information most easily (**MODALITY**).

Visual, Auditory or Kinesthetic.

- Visual people learn through what they see.
- Auditory people learn through what they hear.
- Kinesthetic people learn from movement and touching.

Each person learns in all three of these modalities to some degree, but prefers one style over the other.

17

Learning Preference and the Classroom

■ Auditory: Listen to material and get lost if they try to take notes during the presentation.

■ Visual: Read handouts and look at the illustrations the presenter puts on the board; excellent note takers.

■ Kinesthetic: "Hands on" activities and group interaction.

18

Behavioral Clues to Learning Preference

Visual Learners

- neat and orderly
- speak quickly
- good planners/good organizers
- not distracted by noise
- trouble remembering verbal instructions unless written down
- remember what is seen rather than heard
- doodle during phone conversations

19

Behavioral Clues to Learning Preference

Auditory Learners

- easily distracted by noise
- move their lips and pronounce the words as they read
- enjoy reading aloud and listening
- learn by listening and remember what was discussed
- find writing difficult but are better at telling
- talk to themselves while working

20

Behavioral Clues to Learning Preference

Kinesthetic Learners

- stand close when talking to someone
- are physically oriented and move a lot
- learn by doing
- gesture a lot
- can't sit still for long periods of time
- Want to act things out
- Like involved games

21