Motivation and Successful Time-Management at the UW For Online Courses

Academic Support Programs

Put in the chat your favorite thing you did over spring break?
What is ASP?

- CLUE and Success Coaching
- Holistic approach to learning
- Support students from all majors/years
Successful online students

- Self-motivated
- Independent self-directed learners
- Study environment conducive to learning
- Good time management skills
- Ability to communicate effectively
- Proficient with technology

As coaches, we work to support students in developing these key strengths for success
Successful Time-Management and Motivation at the UW
Workshop Overview

> Virtual workspace
> Time management goals and strategies
> Time awareness
> Estimating necessary study hours
> Proactive planning
> Maintaining motivation online
> Q&A
Creating a Virtual Workspace

- Create a dedicated, tidy workspace
- Reduce distractions
  - Physical
  - Virtual
- Make it comfortable
  - But not too comfortable - separate work and play!
- Keep your phone turned off and in a separate room when you are studying
- What supplies do you need?
Put in the chat some of your workspace necessities!

- water, snacks, chargers, etc.!
Time Management

In the chat:
- What is your definition of time management?

Cambridge Dictionary definition:
“the practice of using the time that you have available in a useful and effective way”
WHY CAN TIME MANAGEMENT BE CHALLENGING?

- High school schedule (illusion of free time)
- College lacks the same structure
- Too many distractions (all the amazing things to do at college!) and difficulty prioritizing
- Challenges with procrastination

The challenge for most individuals is not lack of time but efficient time-management.
Mindset for Time Management

○ Parkinson’s Law: work expands to fill the time available to it
  ■ This is why we procrastinate!

○ Goal: Set reasonable “deadlines” for tasks so that your work doesn’t “expand” past the necessary amount of time!
Tips for Time Management

○ With that goal in mind, here are our favorite time management tips!

○ Set “soft” deadlines for yourself (to-do list, calendar, etc.)
○ Pomodoro method
○ Finding good “break points”
○ “Batching”
Utilizing Technology for Time Management

- **Online calendars**
  - Google calendar
  - Apple calendar
  - Outlook calendar
  - Canvas calendar

- **To-do list apps**
  - ToDoist

- **Timers**
  - Pomodoro timers
  - Flow

- Most importantly, don’t let yourself get distracted by tech!
  - Keep phone off in a separate room
  - Turn off notifications on your laptop
Things to Remember about Time Management

○ Take care of yourself - you are not a machine!
  ■ A balanced schedule prevents burnout

○ Make time for friends/family
  ■ Try to plan these out ahead of time

○ These are just our tips and what has worked for us!
  ■ Play around with the different tips and find something that you feel comfortable with
Productive time vs wasted time

One study found students spend more time texting (14.35 hours per week on average) than attending courses (12.35 hours), studying for courses (11.91 hours) or working (13.27 hours).
Time awareness:
Complete a 24 hour time audit
Pick a busy day during the week and track your activities

Things to note:
- Waking up
- Eating
- Commuting
- Class
- Study
- Social Media
- Relaxation time
Time Audit Reflection

By analyzing the way I spent my time on this day, I discovered that...

I want to spend more time on...

I want to spend less time on... (consider time-wasters, such as excessive social network use, watching shows, hanging out/socializing, gaming, etc).

I was surprised that I spent so much time on...

I was surprised that I spent so little time on...

Here are three things that I would like to change about the way I spend my time:
Breakout Rooms!

What are your 3 biggest time commitments? How do you balance them?
Estimate Study Hours

How many hours do you typically study per week for your classes?
HOW MUCH TIME SHOULD I BE STUDYING?

Being a student should be treated like a full-time job!

### Estimating Weekly Study Hours

Course difficulty is influenced by your background in the subject as well as personal skills and strengths. Use the course difficulty guide and multiply class difficulty by study hours to find a rough estimate of how many hours you should be studying a week.

<table>
<thead>
<tr>
<th>Example Schedule</th>
<th>multiply</th>
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<tbody>
<tr>
<td>Courses</td>
<td>Difficulty Level (high, med, or low)</td>
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<tr>
<td>PHYS 220</td>
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<tr>
<td>BIO 317</td>
<td>med</td>
</tr>
<tr>
<td>PSYCH101</td>
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<tr>
<td>Psych Seminar</td>
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Total study hours per week **30**

### Your Schedule

<table>
<thead>
<tr>
<th>Guide</th>
<th>Study Hours</th>
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<tbody>
<tr>
<td>Course Difficulty</td>
<td>Study Hours</td>
</tr>
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<td>high</td>
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<tr>
<td>medium</td>
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<td>low</td>
<td>1</td>
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<tr>
<td>n/a (seminars,etc.)</td>
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</table>

Total study hours per week
Pro-Active Planning

-Never again be surprised by a deadline, missed appointment or meeting!

-Know what to expect and write it down
Embrace the quarterly calendar!

Map your entire quarter with key dates (due dates, quizzes, projects, midterms) - We provide one quarterly

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Spring Quarter Begins</td>
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<th>Sunday</th>
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<th>Wednesday</th>
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</table>
Embrace the quarterly calendar!

When you receive each class syllabus, mark out:
- Final Exam
- Midterm Exams
- One-time assignments/due-dates

Color-code your events! I like bright red for exams or important events :)

If using an electronic calendar, you can also mark out:
- Class times (use “repeated event” feature)
- Professor/TA Office Hour times (separate calendar)
- Import Canvas Calendar
Electronic Examples with Zoom Links Included
Create a weekly study/life schedule

Once you have a sense of weekly study hours....

- Develop a weekly study schedule: Write down when you will study, where you will study and what you will plan to do during study time.

- Assess and adjust as needed

> Note: Don’t forget to plan for leisure time, exercise, and adequate sleep
Mindset for Motivation

- **We are motivated by completion/progress!**
  - Finishing a textbook chapter, making your bed in the morning, completing a worksheet...etc.

- **Motivation is not something you just need to “find from within”!**
  - Plan your schedule/studying with this idea of motivation in mind

- **Goal: find ways to acknowledge and build off of small “successes” throughout the days, weeks, and months of the quarter**
Quick Tips for Motivation

- See this quarter as an opportunity to learn and develop important skills
- Establish Reasonable Goals
- Study Groups
- Create Regular Daily Routines
- Reward yourself
- Take breaks, go outside
- Get started with one small task
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<th>Title</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Study Smart: Effective Study Strategies &amp; Virtual Study Time</td>
<td>Tuesday April 20th</td>
<td>6:30-8:30pm</td>
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<tr>
<td>Self-Care and Building Community in an Online Environment &amp; Virtual Study Time</td>
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<td>Finals Exam Prep &amp; Test Anxiety</td>
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<td>ASP Graduate Student Panel</td>
<td>Thursday June 3rd</td>
<td>6:30pm-7:30pm</td>
<td>Zoom</td>
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Our Email address is aspcoach@uw.edu