

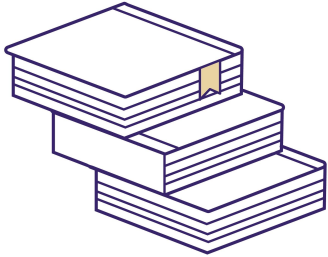


Motivation and Successful Time-Management at the UW For Online Courses

Academic Support Programs

Put in the chat your favorite thing
you did over winter break?

What is ASP?



ACADEMIC SUPPORT PROGRAMS

**ACADEMIC
SUCCESS COACH**

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

Research Findings

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

UNIVERSITY *of* WASHINGTON

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).



W

Workshop Overview

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



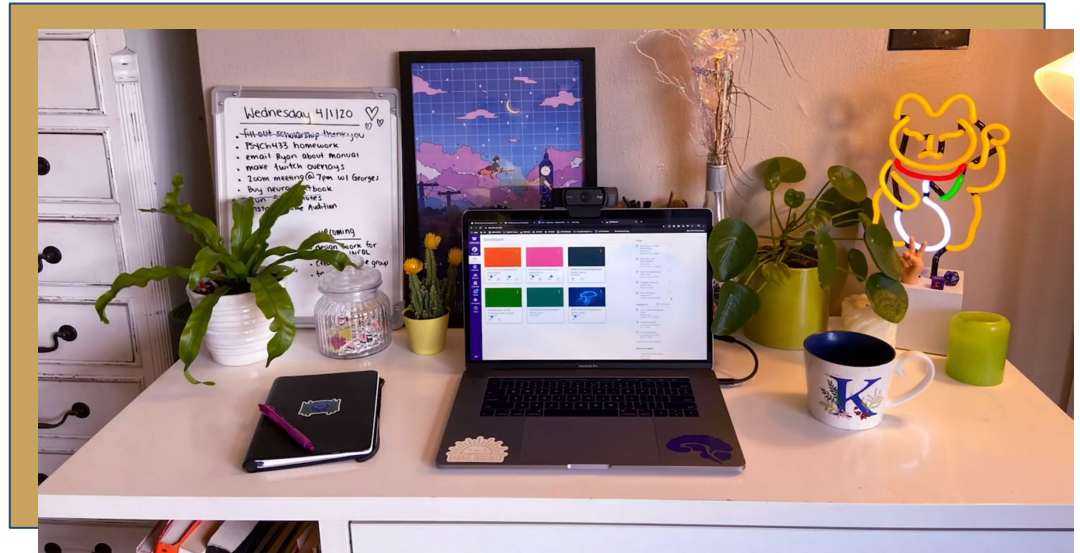
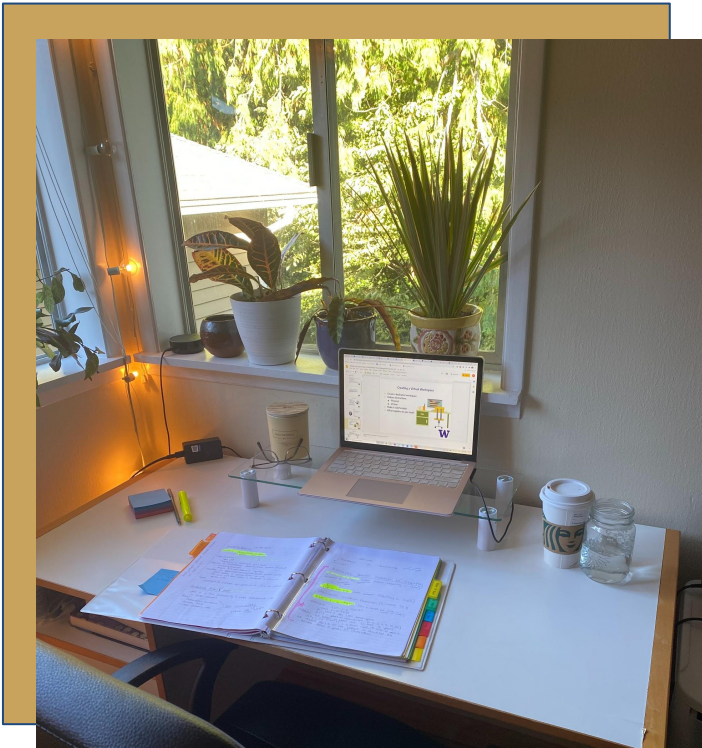
Creating a Virtual Workspace

- **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.!



W

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”

W

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.

W

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
 - Probably not 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**



UNIVERSITY *of* WASHINGTON

**Time awareness:
Complete a 24 hour time
audit**



W

24 Hour Time Audit	
Time	Activity
5:00 am - 5:30 am	
5:30 - 6:00	
6:00 - 6:30	
6:30 - 7:00	
7:00 - 7:30	
7:30 - 8:00	
8:00 - 8:30	
8:30 - 9:00	
9:00 - 9:30	
9:30 - 10:00	
10:00 - 10:30	
10:30 - 11:00	
11:00 - 11:30	
11:30 - 12:00	
12:00 pm - 12:30 pm	
12:30 - 1:00	
1:00 - 1:30	
1:30 - 2:00	
2:00 - 2:30	
2:30 - 3:00	
3:00 - 3:30	
3:30 - 4:00	
4:00 - 4:30	
4:30 - 5:00	
5:00 - 5:30	
5:30 - 6:00	
6:00 - 6:30	
6:30 - 7:00	
7:00 - 7:30	
7:30 - 8:00	
8:00 - 8:30	

> **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:

W

UNIVERSITY *of* WASHINGTON

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

Guide		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.				
Course Difficulty	Study Hours	Example Schedule		multiply		Needed study hours per week
high	3	Courses	Difficulty Level (high, med, or low)	hours in class/week	study hours based on difficulty	
medium	2	PHYS 220	high	5	X 3	15
low	1	BIO 317	med	5	X 2	10
n/a (seminars, etc.)	0	PSYCH101	low	5	X 1	5
		Psych Seminar	n/a	1	X 0	0
					Total study hours per week	30

Your Schedule

Guide		Courses	Difficulty Level (high, med, or low)	hours in class/week	study hours based on difficulty	Needed study hours per week
Course Difficulty	Study Hours					
high	3					
medium	2					
low	1					
n/a (seminars, etc.)	0					
					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

QUARTERLY ACADEMIC ASSIGNMENT CALENDAR:
SPRING QUARTER 2019-2020

W UNIVERSITY of WASHINGTON

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1 3/29 - 4/4	3/29	3/30 Spring Quarter Begins	3/31	4/1	4/2	4/3	4/4
Week 2 4/5 - 4/11	4/5	4/6	4/7	4/8	4/9	4/10	4/11
Week 3 4/12 - 4/18	4/12	4/13	4/14	4/15	4/16	4/17	4/18



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

W

Electronic Examples with Zoom Links Included

The image displays a weekly calendar grid with various events. A pop-up window for 'Bio 462' is open, showing details for Thursday, April 23, from 9:30 to 10:30am. The pop-up includes options to edit, delete, email, or share the event, and provides a Zoom link: <https://washington.zoom.us/j/95831461286?status=success>. It also lists 'Join Hangouts' and 'Classes' created by Georges Motchoffo Simo.

Day	Event	Time
Monday	Friends/ or Zoom Parties	10:00pm
Tuesday	Bio 462	9:30 - 10:30am
Tuesday	Read Bio Chapter	10:30 - 11:30am
Tuesday	Lunch + Review Physics Hwk	11:30am - 12:30pm
Tuesday	Physics 214	1 - 3pm
Tuesday	Study Group on Ode	3 - 4:30pm
Tuesday	Astr 109	4:30 - 6pm
Tuesday	Dinner and Relax	6:30 - 8:30pm
Tuesday	Make Flash Cards and Study Bio	8:30 - 9:30pm
Tuesday	Work	5 - 9pm
Wednesday	Work	5 - 9pm
Wednesday	Astr 109	4:30 - 6pm
Wednesday	Create Physics Question	6 - 7pm
Wednesday	Physics CLUE Tutoring	7 - 8:30pm
Wednesday	Bio Homework	9 - 10pm
Wednesday	Video Games	10 - 11pm
Thursday	Bio 462	9:30 - 10:30am
Thursday	Finish and Turn in Online Bio Quiz	10:30am - 12:30pm
Thursday	Run at the IMA	12:30 - 1:30pm
Thursday	Study Physics	2 - 4:30pm
Thursday	Work	5 - 9pm
Thursday	Astr Homework	9 - 10pm
Friday	Bio 462	9:30 - 10:30am
Friday	Review Physics Notes	10:30am - 12pm
Friday	Look at Physics Practice Exam	12 - 1pm
Friday	Physics 214 EXAM!!!!	1 - 3pm
Friday	Bubble Tea With Friends	3:30 - 5pm
Friday	Relax or Hang Out	5 - 9pm
Friday	Read Bio Chapter	9 - 10pm
Saturday	Astr Homework	9:30 - 10:30am
Saturday	Work	11am - 3:30pm
Saturday	Bio Worksheet +	4 - 6pm
Saturday	Dinner with Room	6:30 - 8pm
Saturday	Read Physics + N	8 - 9:30pm
Saturday	Make Weekly Sch	9:30 - 10:30pm

Create a weekly study/life schedule

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

Please Block Out Any Concrete Time Commitments You Have This Quarter
i.e., work, class, practice, family commitments, commuting

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM	HIKE						
9:30 AM	W/ FRGND						
10:00 AM		BIO 462	BIO 462	BIO 462	BIO 462	look over PHYS practice	
10:30 AM		Read BIO chapter	ASTRO HW	coffee w/ michael	finish + turn in ONLINE BIO	BIO 462	ASTRO HW
11:00 AM		lunch + review		PHYS practice	QUIZ	review PHYS	
11:30 AM		PHYS homework	PHYS study	exam + o's	RUN @ IMA	PHYSICS 214	WORK
12:00 PM	PHYS HW + study book		group in Hub		walk home	PHYSICS 214	
1:00 PM		PHYSICS 214	bring practice o's	PHYSICS 214	STUDY	EXAM	
2:00 PM							
2:30 PM					PHYSICS		
3:00 PM	ASTRO HW + READ CH.	study group in oad	study bio w/ Anna + donuts	read astro book + answer practice o's		Bubble tea w/ PHYS friends	BIO worksheet + notes
3:30 PM	5-6						
4:00 PM	Walk to grocery store + shop	ASTR 109	WORK	ASTR 109	WORK	RELAX	
5:00 PM	Read BIO HW	walk home		create PHYS questions		OR HANG	DINNER w/ ROOMMATES
6:00 PM	DINNER	DINNER		PHYS CLUE TUTORING			
6:30 PM							
7:00 PM		RELAX		walk home		OUT	Read PHYS book + take notes
7:30 PM	BIO work sheet + notes	make flashcard + study BIO	FINISH PHYS HW	BIO HW	ASTRO HW	Read BIO CH.	make new weekly sched
8:00 PM				video games	BED EARLY		
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							

NAME: _____

KEY:

- classes
- study
- work
- exams/quiz
- social time/ exercise

-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

W

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**
- **Journaling**
- **Study Groups**
- **Create Regular Daily Routines**
- **Reward yourself**
- **Take breaks, go outside**

Success Workshops

Title	Date	Time	Location
Study Smart: Effective Study Strategies	Wednesday January 27th	6:30-7:30pm	Zoom
Self-Care and Building Community in an Online Environment	Thursday February 11th	7:00-8:00pm	Zoom
Finals Exam Prep & Test Anxiety	Wednesday February 24th	7:00-8:00pm	Zoom



Questions?

Our Email address is
aspcoach@uw.edu