ENGINEERING STUDENT SUCCESS CENTER

Time Management – Supporting Information

Weekly Schedule

Completing this can help you schedule meeting times with instructors, study groups, mentors, advisors, etc.

Master Syllabus

Fill this out for each course on a single page to help you visualize when you have minor and major assignments due for each class. Use colors, symbols, or varying word size to indicate how large the assignment is. For example, small homework could be a small circle or small text and black, where large exams can be red and a star or large text.

Premack's Principal

"High-probability behaviors (those performed frequently under conditions of free choice) can be used to reinforce low-probability behaviors."

Use customized reinforcers that will "work" as motivators for work. In other words, don't pick what is standard, but what you voluntarily choose on your own. Modify this to hit your needs. For example, if you don't like eating your vegetables (non-preferred behavior) but love dessert (preferred behavior), make yourself a rule that you have to eat your veggies before you get dessert. Or, do your homework (non-preferred) before you get to watch TV or play video games (preferred).

Setting goals, objectives, or change you want to accomplish. *(Modified from SHAC Counseling Services)*
You can use this a alone, or in combination with your SMART Goals. This can help focus and motivate you. *My goal is:*

1. Name at least 2 consequences 1 year from now if you **don't do** it.

2. Name at least 2 consequences 5 years from now if you **don't do** it.

3. Name at least 2 consequences 15 years from now if you **don't do** it.

4. Name at least 1 benefit 1 year from now if you **do** it.

5. Name at least 1 benefit 5 years from now if you **do** it.

6. Name at least 1 benefit 15 years from now if you **do** it.

Session Preparation Form – "Buddy System"

(Modified from SHAC Counseling Services)

Pick a friend or classmate that you can pair with and meet regularly to help keep you accountable for how you use your time. This can help you stick to your goals and keep you on task, which in turn helps with your time management.

Have your buddy ask you the "coaching questions"; Will you do…? (and repeats your commitment). There are three acceptable answers: Yes, No, Let me re-negotiate the commitment. If there is hesitation, check to see if the time parameters or quality of work are ok and re-examine and adjust as needed.

Date: _____

What I have accomplished since my last session - my wins or victories:

What I want to be held accountable for:

Challenges I'm facing right now:

What I am appreciative or grateful/thankful for:

What I will commit to doing before my next session (be specific and be realistic as to what is actually do-able):

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Time Management - Weekly Schedule

Date Started: _____

Time	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
7:00 AM								
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
8:00 PM								
9:00 PM								
10:00 PM								
11:00 PM								
12:00 AM								
1:00 AM								
2:00 AM								
3:00 AM								

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Master Syllabus - 1st half of the Semester

Semester: _____ Year: _____

Course	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8

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Master Syllabus - 2nd half of the Semester

Semester: _____ Year: _____

Course	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8