Managing your Time Effectively
Academic Learning Centre
TRADITIONAL TERRITORIES ACKNOWLEDGEMENT

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.
Do you manage your time?

Common responses

Yes, as I like to have a sense of control.
No, because it can feel too rigid!
Yes, so that I don't feel guilty when I am not working.
No, because it can feel too rigid!

No, scheduling time makes me feel more stressed!
Yes, so that I don't feel guilty when I am not working.
No, because it can feel too rigid!

Yes, as I like to have a sense of control.
Yes, so that I don't feel guilty when I am not working.
No, because it can feel too rigid!

No, because it can feel too rigid!
Yes, so that I don't feel guilty when I am not working.
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Yes, as I like to have a sense of control.
Yes, so that I don't feel guilty when I am not working.
No, because it can feel too rigid!

Yes, as I like to have a sense of control.
Yes, so that I don't feel guilty when I am not working.
No, because it can feel too rigid!

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Overview

• Term schedule
• Monthly schedule
• Weekly schedule
• Time tracking strategy
• Daily to-do lists
• Setting priorities
Term Schedule

- Life events—birthdays, weddings, parties, etc.
- School events—papers, tests, exams
- Other—work, trips, volunteering
INTRODUCTION TO UNIVERSITY ARTS 1110W
SECTION FOR INTERNATIONAL STUDENTS (L07)
THE UNIVERSITY OF MANITOBA: FALL, 2006

Instructor: Tim Podolsky
Tim.Podolsky@umanitoba.ca
474-6806
403 Education

Class Time: Tues and Thurs, 10:00 to 11:15 am. (Slot 5)
Classroom: 129 St. John’s College
Writing Workshop: Mon. or Wed, 3:30 to 4:20 pm. (Slot 12)
Workshop: 125 St. John’s College
Office Hours: 8:30-11:30 am. Wednesdays
(or by appointment)

Calendar Description
A seminar course designed to help students make the transition
from high school to university by imparting the
knowledge, skills, and attitudes requisite for success in
university study.

Course Objectives
1. To assist first-year students in making the transition to the
   Canadian university community, and specifically to The
   University of Manitoba.
2. To provide an orientation of the nature, the functions, and
   the resources of the University.
3. To provide training in study and learning skills needed for
   success in university studies.
4. To help develop attitudes and habits needed to succeed in
   a university setting.
5. To provide a foundation for life-long learning and career
   success.
6. To help students define goals more clearly and give them
   tools that can help them achieve their goals.

Written Assignments
This course fulfills a writing requirement (W), and thus, most
assignments will focus on writing. Students are required to
complete AUH assignments. In order to assist students with
their writing, this course includes a fourth hour per week for an
academic writing workshop. This hour will focus on the writing
needs of current students.

Exams
The mid-term test will include short answer and long answer
questions. The final exam will include short definition
questions, applied questions, and a critical thinking essay. Test
items will be based on lectures, texts, and class discussions.
The date of the final exam is determined by the Student
Records Office. Do not make any travel arrangements for this
time period until this date is finalized.

Late Assignments
Late assignments will not be accepted unless (a) approval is
obtained 24 hours in advance of the deadline, or (b) last minute
sickness or an emergency prevented completion, in which case
a doctor’s note is required. If you think that you may not be
able to complete work on time, please see me as early as
possible. Further information concerning assignments may be
found on the back of this page.

Academic Integrity
You are encouraged to refer to Section 7.1, page 27 and Section
4.2.8, page 26 of the 2005–2006 General Calendar of The
University of Manitoba for policies on plagiarism, cheating,
and academic misconduct.

Value of Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Journal summary and critique</td>
<td>15</td>
</tr>
<tr>
<td>Mid-term Test</td>
<td>10</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>10</td>
</tr>
<tr>
<td>Research Paper</td>
<td>20</td>
</tr>
<tr>
<td>Writing Workshop</td>
<td>10</td>
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<tr>
<td>Library Assignment</td>
<td>5</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
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</table>

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Minimum Performance Requirement: In order to pass the course, you must complete the following: mid term and final exams, the journal summary and critique, the oral presentation, and the research paper. In addition, you must participate in the writing workshop. Any student not completing any of the aforementioned items will be given a grade of F regardless of the course mark.

Marking Scheme

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
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<tbody>
<tr>
<td>A+</td>
<td>95-100</td>
<td>Exceptional</td>
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<tr>
<td>A</td>
<td>86-94</td>
<td>Excellent</td>
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<tr>
<td>B+</td>
<td>78-85</td>
<td>Very Good</td>
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<tr>
<td>B</td>
<td>73-77</td>
<td>Good</td>
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<tr>
<td>C+</td>
<td>66-72</td>
<td>Satisfactory</td>
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<tr>
<td>C</td>
<td>60-65</td>
<td>Adequate</td>
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<tr>
<td>D</td>
<td>50-59</td>
<td>Marginal</td>
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<tr>
<td>F</td>
<td>&lt; 50</td>
<td>Failure</td>
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</table>

Final Grade

Senate Policy #1307 requires a “post-examination of final grades in multi-sectioned courses that will ensure an equitable correspondence between grades and level of performance in all sections”. Accordingly, the final grade distribution for this course may be raised or lowered to achieve such equity and, therefore, your final grade may change.

Details of Assignments

Mid-term Test: This in class test will take place on October 24, 2006. The test will consist of defining key terms from the text and lectures and of short and long answer explanations of topics discussed in the text and in class.

Journal Summary and Critique: You will be expected to summarize an article. You may choose between “Understanding Asian Graduate Students’ English Literacy Problems” and “Drawing with Difference: Understanding Asian Graduate Students’ English Literacy Problems”. After having read one of the articles, you will summarize it and analyze its contents. Your 1000 word summary and critique should be handed in on October 19th.

Oral Presentation: You are required to give a 10-15 minute presentation on an academic journal article relevant to your research paper topic. Your presentation should summarize the article, critique the article, and then conclude with a discussion of the value (or lack of value) of the research. The presentations will be given from October 26th to November 9th (5 per class).

Research Paper: You are required to write a 2500 word paper on one of the following topics: (1) the goal of a university education, (2) plagiarism and intellectual property rights at the university, (3) equity and accessibility at universities, (4) student health issues on campus, or (5) academic study strategies. These are very broad topics and it is your responsibility to narrow down the topic that you choose. In order to complete your paper on time, most of your reading should be done by the end of September. A one-page outline of the paper including a clear thesis statement must be handed in on October 10th, 2006. A rough draft of the paper must be completed by November 6th, 2006 so that a peer in class can review the paper. TWO copies of the final paper will be handed in no later than November 16th, 2006. The paper will be formatted according to the APA style guide discussed in class and will be evaluated for content, organization, and language use.

Writing Workshop: The writing workshop is unique to this section of Introduction to University. You are required to attend ten workshops (one per week) scheduled in slot 12. The purpose of this workshop is to practise writing and editing skills to assist you in preparing the writing assignments. The ten marks for the writing workshop are given for successful completion of the following assignments. Please note that the journal assignments are to be done on-line through your WebCT course. Please see me before September 25th, if you are unable to access the course.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Marks</th>
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<tbody>
<tr>
<td>WebCT Journal #1</td>
<td>2</td>
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<tr>
<td>Research Paper – Thesis and Outline</td>
<td>4</td>
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<tr>
<td>WebCT Journal #2</td>
<td>2</td>
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<tr>
<td>Research Paper – Rough Draft</td>
<td>2</td>
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</tbody>
</table>

Final Exam: The Student Records office schedules the final exam for December 8-21, 2006. The exact day will be announced in November. Do not make any travel arrangements until this date has been finalized. Because this is a seminar class, it is important for you to attend all classes in order to do well on the exam.

WebCT:

This course outline and other information about your section of 09.111 can be found in WebCT. In addition to some course materials, your marks will also be posted to your WebCT account. As well, some assignments will be run through WebCT, in particular the journal assignments. To access your account, you must first claim your id at: (https://pasweb.cc.umanitoba.ca/webapp/gu/claimid/).

Once you have done so, you may access the course at www.umanitoba.ca/webct. Your login will be the same as your ccu account user id. You will also receive a password, once you claim your id.

ex: podolsk0@cc.umanitoba.ca

Once again, you can access your WebCT courses at www.umanitoba.ca/webct, but you must claim your ccu account before being able to do so.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<td>ANTH 1220</td>
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**Monthly Schedule**

**OCTOBER**

- **Monday, October 4:** BIOL 1410 Report due
- **Wednesday, October 7:** ANTH 1220 Midterm
- **Friday, October 9:** ARTS 1110 Paper due
- **Wednesday, October 28:** ARTS 1110 Midterm
- **Friday, October 30:** ARTS 1110 Presentation

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Weekly Schedule

Track all your activities:

• Job
• Classes
• Studying
• Assignments/projects
• Wellness activities
• Commuting
• Family
• Other
Time Tracking Strategy

168 hours in a week

- Sleep 8 x 7 = 56
- Hygiene 1 x 7 = 7
- Eating 1.5 x 7 = 10.5
- Commute 1.5 x 5 = 7.5
- Work 4 x 5 = 20
- Exercise 1 x 7 = 7
- Leisure and other 2 x 7 = 14
- Classes 3 x 3 = 9
- Study 9 x 2 = 18

TOTAL 149

How many hours are left? 168 - 149 = 19 hours
<table>
<thead>
<tr>
<th>Time</th>
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<td>WAKE UP AND PREPARE FOR THE DAY</td>
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<td>7 am</td>
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<td>BREAKFAST</td>
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<td>8 am</td>
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<td>9 am</td>
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<td>LUNCH</td>
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<td>2 pm</td>
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<td>CLASS</td>
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<td>4 pm</td>
<td>Errands</td>
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<td>MEAL</td>
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<td>5 pm</td>
<td>WELLNESS ACTIVITY</td>
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<td>6 pm</td>
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<td>SUPPER</td>
<td>WORK</td>
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<td>7 pm</td>
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<td>TIME WITH FRIENDS AND FAMILY</td>
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<td>8 pm</td>
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<td>PREP FOR WEEK</td>
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<td>9 pm</td>
<td>PREPARE FOR NEXT DAY AND SLEEP</td>
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</tbody>
</table>
Daily To-Do Lists

- What do you have to do tomorrow?
- Set your priorities – “first things first”
- Break down large assignments
- Add additional errands and tasks (see doctor, mail letter, pay bill etc.)
- Make sure you check and re-evaluate your list every day
What Are Priorities?

Something that is given prior or special attention or considered more important (Barber, 2001).
How to Prioritise

Covey’s to-do-list

<table>
<thead>
<tr>
<th>Important</th>
<th>Not Important</th>
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<tbody>
<tr>
<td>Urgent</td>
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<tr>
<td>Not Urgent</td>
<td>3</td>
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</table>
How to Prioritise

Practical considerations for students

• Consider program and course requirements
• Moderate expectations
  • Consider your values
  • Perfectionism is the enemy of completion
• Be kind to yourself
• Reflect and review
Academic Learning Centre Services

- Workshops and Presentations
- Supplemental instruction (SI)
- One-to-One tutoring
- Tutor training program
- Website resources

Academic Learning Centre
academic_learning@umanitoba.ca
204-480-1481

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References


