Time Management

Your Purpose:
To learn how to manage your time more effectively by learning time management skills and applying them to your classes.

Your Assignment:

1. For this assignment you will watch an internet video. You will need headphones if you use campus computer labs. **IMPORTANT:** Plug-in headphones **before** uploading internet. Headphones can be checked out from Media Services (Reed Library 007).

2. The video is on Dartmouth College's webpage under "Online Academic Success Videos" at http://www.dartmouth.edu/~acskills/videos/index.html. Note that this website has videos on many topics that may be useful to you.

3. Follow steps below to view video on Time Management.
    - Find heading "Time Management – methods for getting organized and making better use of your time"
    - Under this heading click "Time Management Video" (17:50 minutes).
    - Video requires QuickTime. If you use computer lab, there will be three steps or pop-ups before video can play.
    - First popup - "MIME Type Configuration." Click "Yes."
    - Second popup - "QuickTime # for Windows is now available …" Click "Cancel."
    - Final popup -"Windows Firewall has blocked …" Click "Cancel."
    - Video should play now. If no sound, close internet, plug in headphones, and start again at step 2 above.

4. As you watch the video, answer the following questions:
    a. Describe the purpose of a term calendar, weekly schedule, to-do list
    b. Describe at least 3 time management strategies from the video (not including those in part a) that seem useful to you.
    c. Explain two things that are important in goal-setting.

5. Make a semester schedule that includes all assignment due dates for all of your classes (include papers, homework, tests, finals, etc.). You may also include personal commitments. This schedule can be completed by hand or by computer.

6. Make a weekly schedule by hand or on a computer. Use information from the video you watched and/or refer to "Making a Personal Schedule" that is located on the webpage mentioned above (5th topic below heading called "Time Management Resources").