



TIME MANAGEMENT SKILLS



BUY A PLANNER

**You can find one at the Lyon College
Bookstore (or an office supply store)**





Keep your planner
updated and
organized



Get your Syllabi

- Write down:
 - Important dates.
 - When assignments are due.
 - When you should start working on those assignments
 - Blocks of time for working on assignments and studying.
- Tip: Color code assignments by class or importance.



Planner

Don't overextend yourself

Be organized

Schedule 90 minute study sessions

Avoid spending excessive time on video games

Avoid spending excessive time doing Facebook

Make efficient use of your time

Learn to say “no”

Make “to do lists” and prioritize items



Homework Assignment

- Assignment: Complete a planner for Fall Semester.
- Do not forget to write down special events so you can plan around them.
- Take it with you to class, and consult it frequently.
- DUE DATE: September 11



Events - Put these in the Planner

- Attend three Lyon College sponsored campus events.
- One MUST be an event sponsored by the Convocations Committee. The remaining two events (each from a different area) may come from any of the following nine areas:
 - An offering by Career or Counseling Services.
 - An opening of an exhibition at Kresge Gallery.
 - A presentation by the Visiting Writer Series.
 - A seminar, reading, or other presentation by a Lyon College faculty member.
 - A play or other performance presented in the Holloway Theatre.
 - A foreign film NOT REQUIRED by a class in which the student is registered.
 - A concert by the College Chorale, band, flute choir, or orchestra.
 - A Faculty Brown Bag lunch (Last Wednesday each Month, Derby 016)
 - A Lyon sporting event. Athletes must choose events OTHER than the sports in which they play.
 - A service activity sponsored by a Lyon organization (excluding Service Day).
 - Another event approved in advance by the student's academic advisor.



Assignment – Next Week

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