



Think about: Today I want to get ____ out of this event, and right now I'm feeling ____.



ENGINEERING STUDENT
SUCCESS CENTER

Time Management

PRESENTERS:

YADÉEH SAWYER, PHD (*SHE, HER, ELLA*)

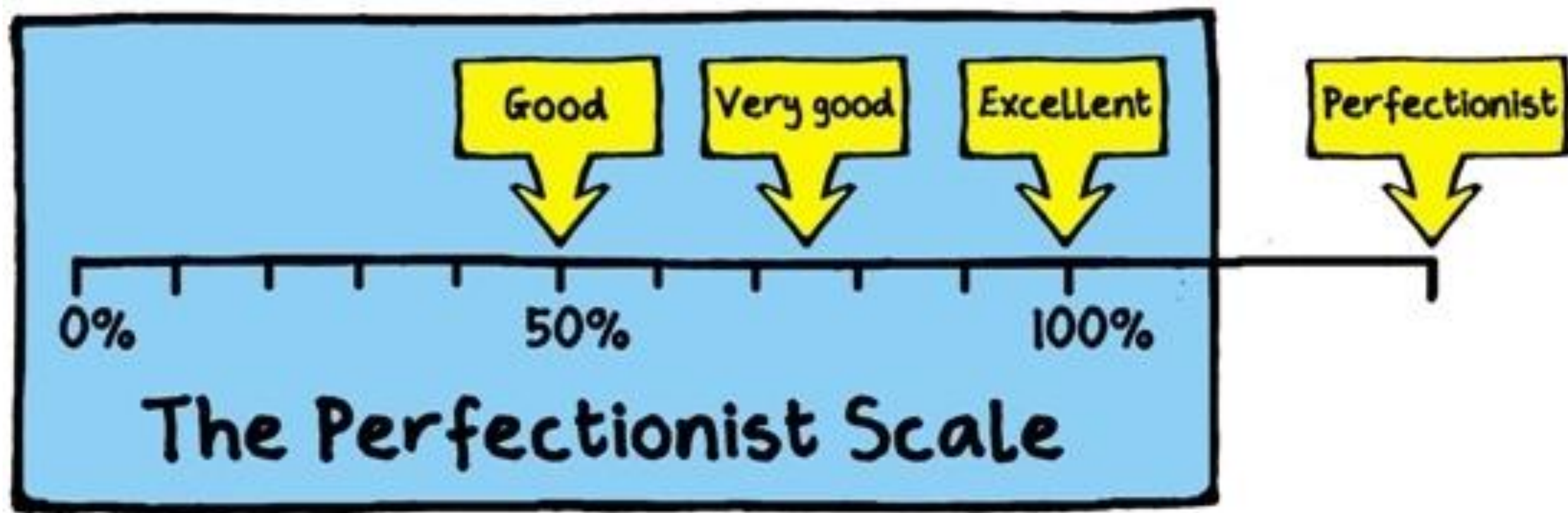
NADA ABDELHACK, MA (*SHE, HER, HERS*)

Please sign in: https://forms.unm.edu/forms/sign_in

A MAP OF PROCRASTINATION



Gemma CORRELL FOR EVERNOTE







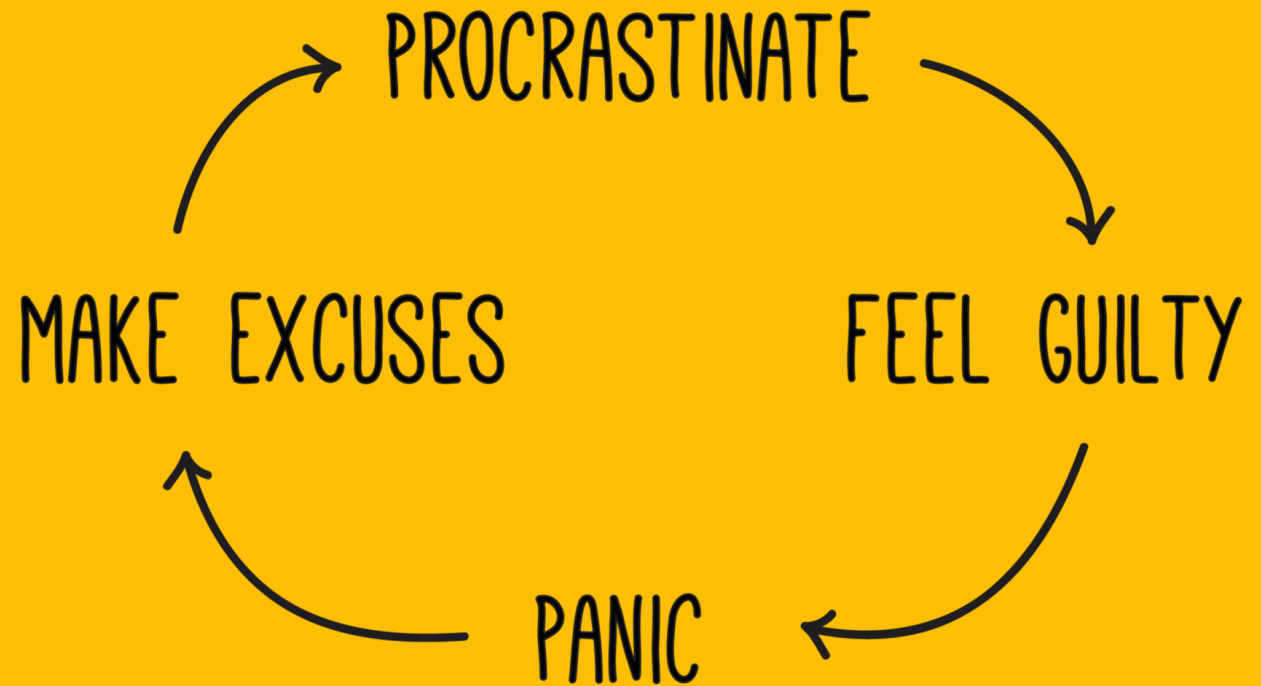
Boring





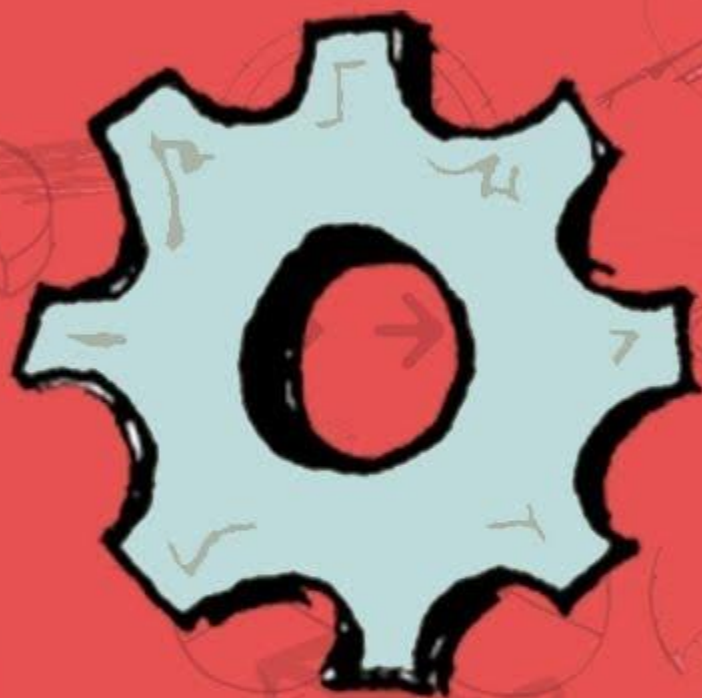
College students who procrastinate and are more likely to develop unhealthy habits.

THE PROCRASTINATION CYCLE

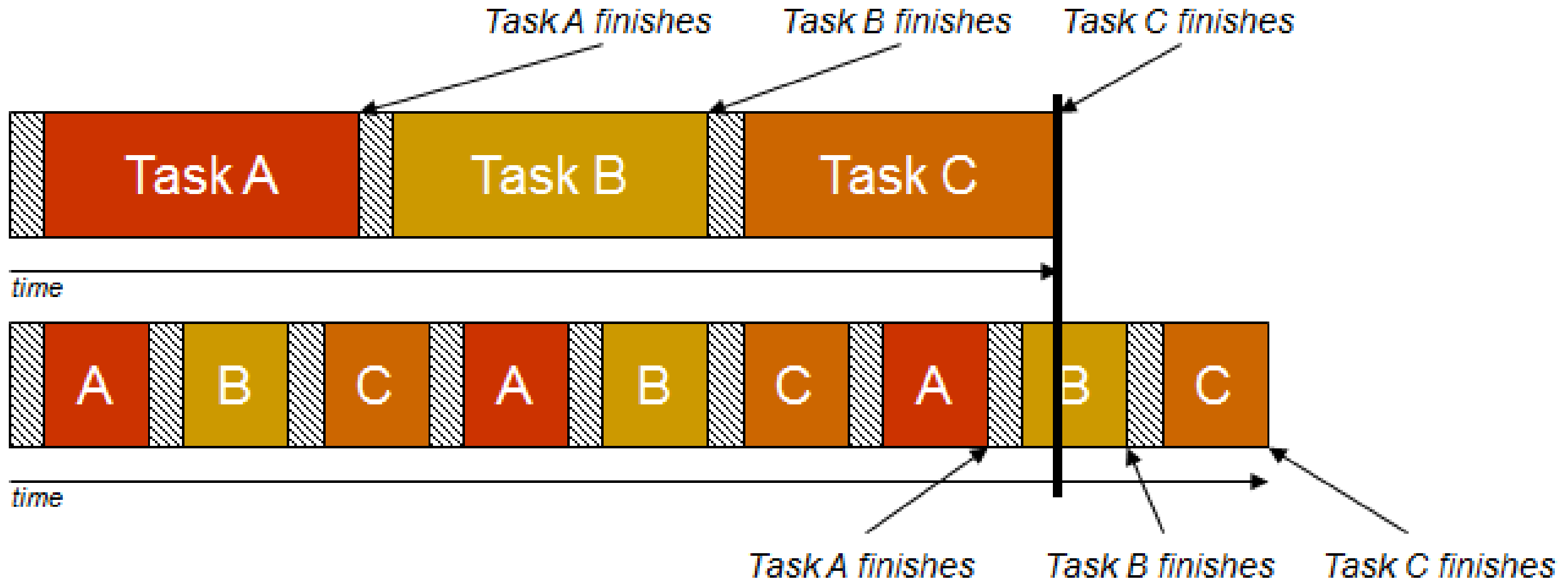




**Don't
procrastinate**



BUSY VERSUS **PRODUCTIVE**







SLEEP



Exercise



Don't depend on stimulants



Stress outlets. Relax.

*you
are not
alone*

A graphic of a balance scale. The scale is tilted to the right. The left pan is higher and contains the word 'CHOICES'. The right pan is lower and contains the word 'CONSEQUENCES'. The scale is dark blue with a light blue outline. The background is a solid orange-red color. The text is in a bold, white, sans-serif font.

CHOICES

CONSEQUENCES

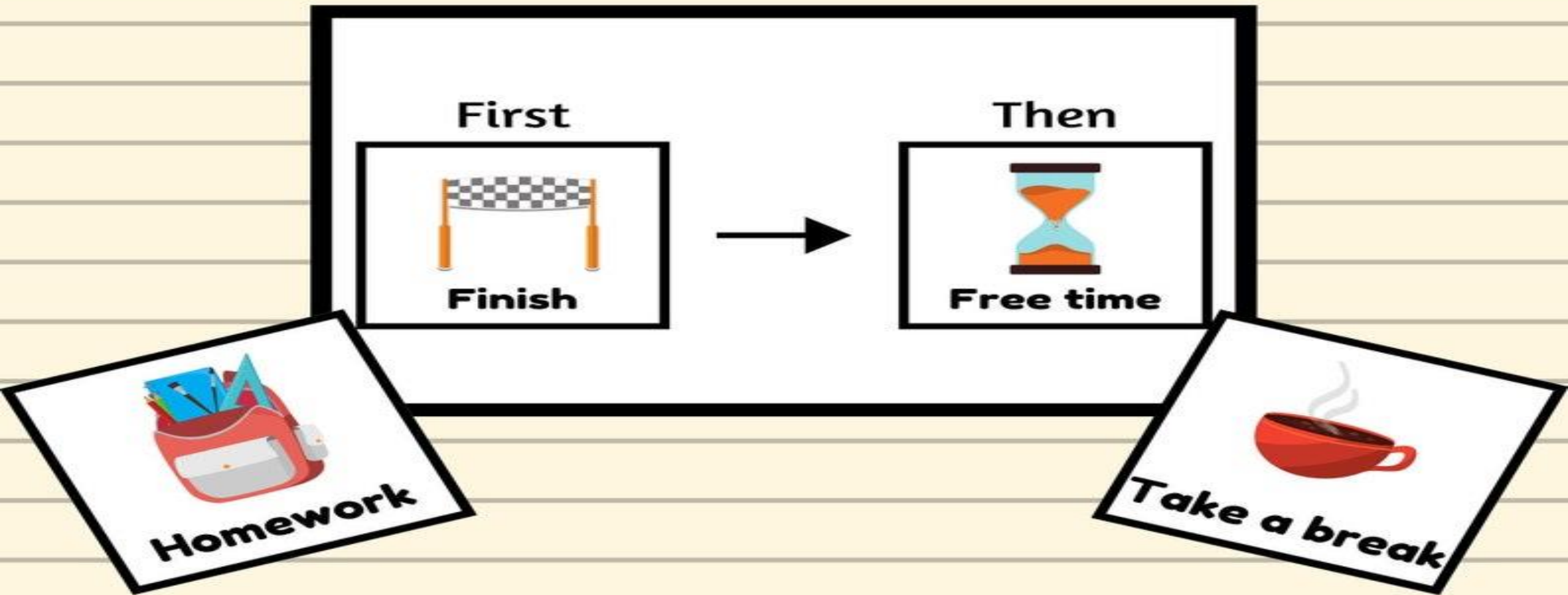


**REWARDS
JUST AHEAD**



First-Then Board

Premack Principle

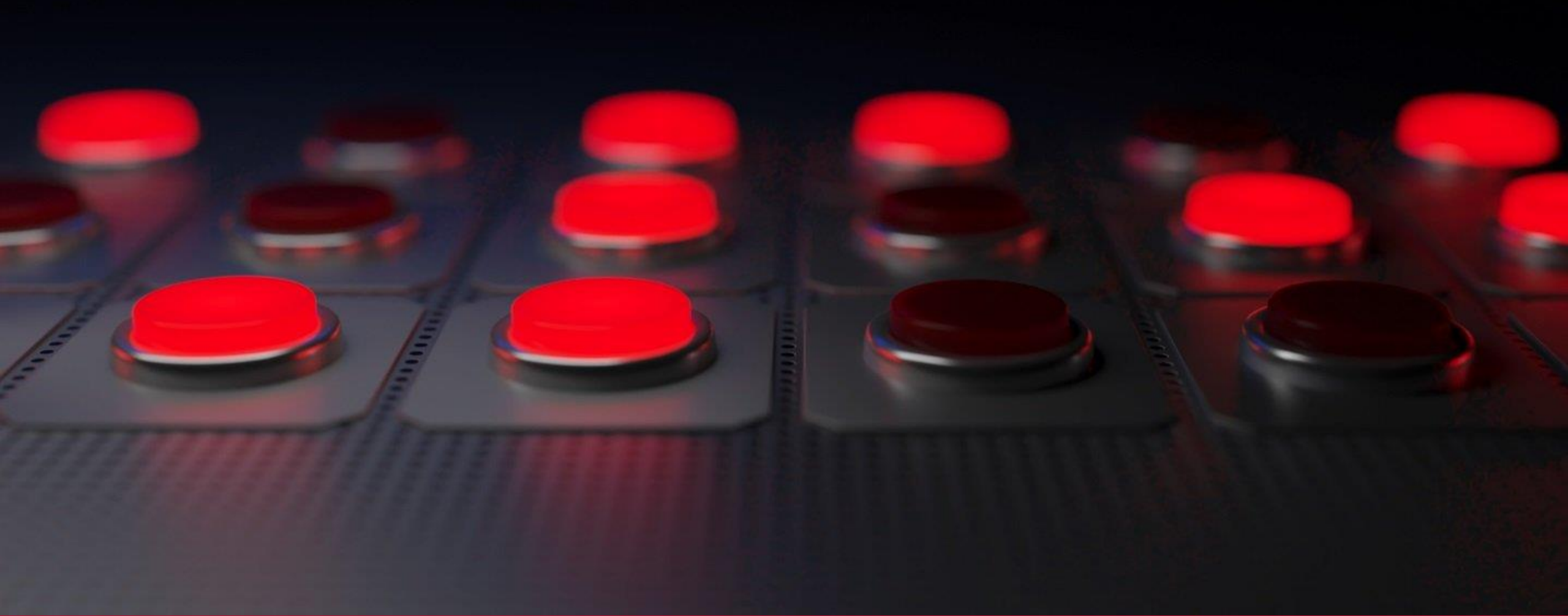


Comfortable.

Minimal
distractions.



DISTRACTIONS



A sepia-toned photograph of a mountain peak. Three hikers are visible on the summit, and a flag is planted on the right side. The sky is overcast with clouds. The text is overlaid in the center of the image.

**Accountability
is the difference between
setting & achieving goals**





YOU ALONE ARE

ENOUGH

YOU HAVE *nothing*

TO PROVE

TO ANYBODY

~ M A Y A A N G E L O U

**This Is
Important
To Me**

A hiker with a large backpack is seen from behind, standing on a rocky trail. The hiker is wearing dark clothing and has a large, multi-colored backpack. The background features a vast mountain range with dense evergreen forests and a clear sky. The hiker is holding a blue helmet in their right hand and a pair of trekking poles in their left hand. The overall scene is bright and clear, suggesting a sunny day.

Focus on the
ACCOMPLISHMENT,
not the *burden.*

**Look back and
reflect on
every lesson
you've learned,
but move
forward in
order to learn
more!**





Give Yourself Permission
to do the Things
You Enjoy



**Nurture
your natural talent**

**Excited &
Motivated**



**Leading a group.
Working with peers.
Working alone.**





VS



TO DO LIST

- ④ 1. ~~Write down your tasks~~
- 2. ~~Organize your tasks~~
- 3. ~~Set priorities~~
- ④ 4. ~~Start with the most important~~
- 5. ~~Take breaks~~
- ④ 6. ~~Review your progress~~
- ④ 7. ~~Adjust your plan~~
- 8. ~~Complete your tasks~~
- 9. ~~Reflect on your day~~



WHAT to do - vs - HOW to do it



You CAN be in control



A photograph of a wooden desk with a silver pen, a green mug of coffee, and a white napkin with a handwritten quote. The quote is underlined with a hand-drawn line.

A GOAL
WITHOUT
A PLAN
IS JUST
A WISH

↙ DEFINE ↘

YOUR FEARS

— INSTEAD OF —

YOUR GOALS

— ◆ —
TIM FERRISS TED 2017

— ◆ —

The image is a composite of two night cityscapes. The top half shows a street-level view of a city with a central road lined with trees and buildings, with light trails from traffic. The bottom half shows a wide-angle, high-altitude view of a city skyline at night, with numerous lit-up buildings. A semi-transparent white rectangular box is centered over the image, containing the text "What If !...?".

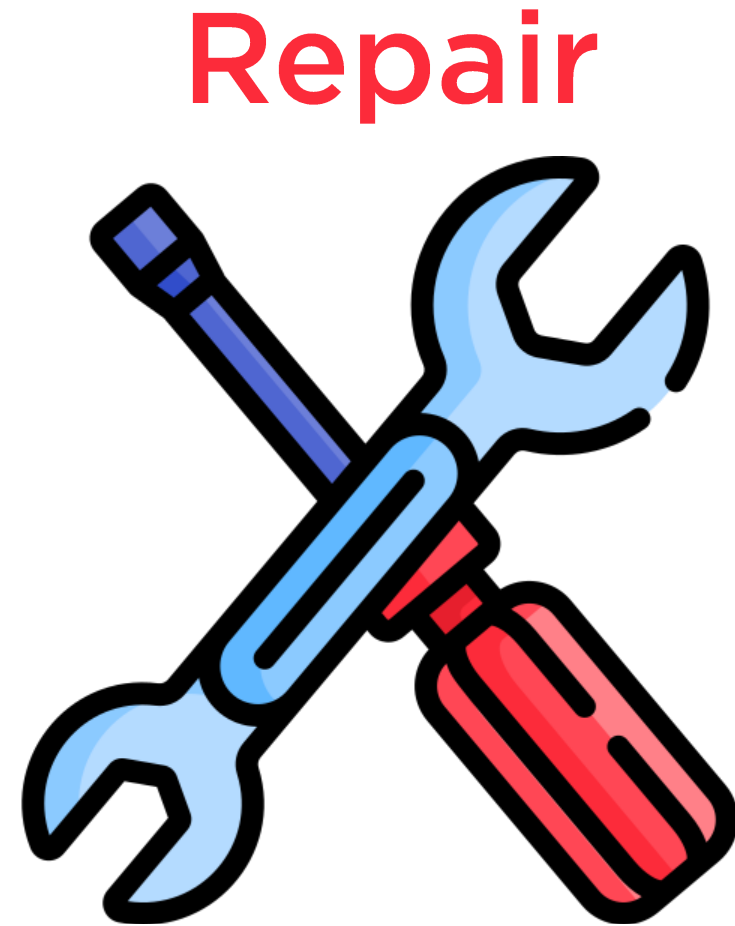
What If !...?



Define

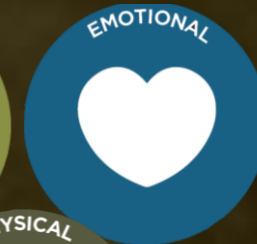


Prevent



STUCK HERE

The cost of inaction



Time Management

- ✓ plan
- ✓ priority
- ✓ efficiency



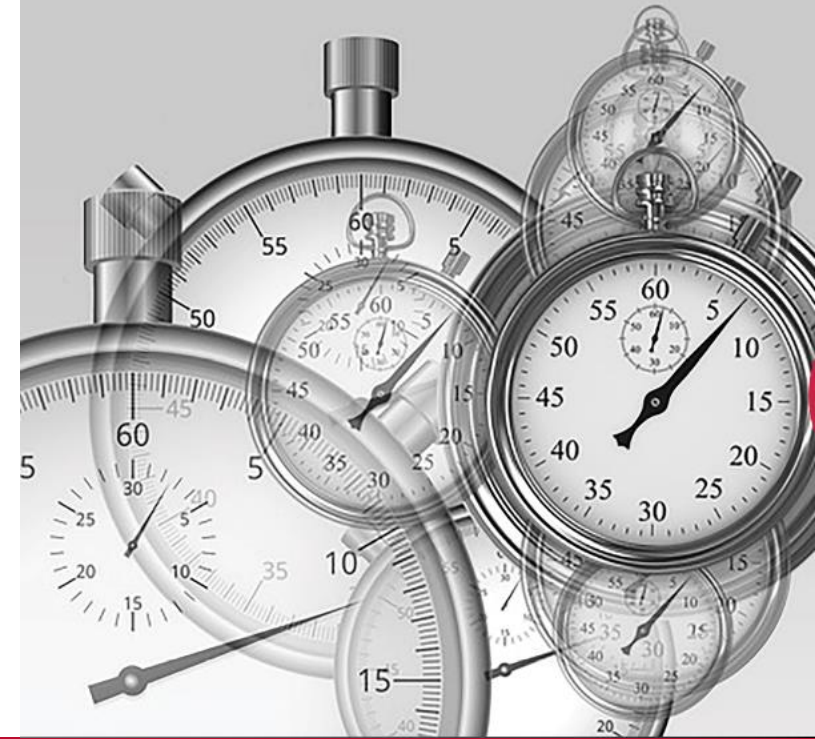
**Anticipate the
unexpected**

3x longer than
you **THINK** it
will take

MANAGE

YOUR

TIME



take
control
of time



Punctuality is the
First Step
Towards Success.



**Carrying out
your plans.**



Don't give up!



DUM



Identify Time-Wasters





3

STEP 1

separate your life into categories (health, work, etc) - what needs to be changed? write down goals for each category

spend 24 hours tracking everything you do in 15 minute intervals. where are you wasting time?

pick 3 behaviors you need to change in order to reach your goals



STEP 2

brainstorm actions you can take to reach your goals, break them down into smaller steps



STEP 3

schedule your routine. use the blocks of time you identified in step 1 for the productive behaviors from step 2



be consistent. implement daily, weekly, and monthly goals to keep you on track



STEP 4

exercise your discipline muscle. visualize your end goal, keep a journal - whatever it takes



make it easier on yourself to reach your goals. set an alarm, put your workout clothes out at night, check your email once a day



STEP 5

fall off the wagon? it's a-ok. take a breath and go back to step 1. you'll be back here in no time



ESTABLISH A ROUTINE for success

**DON'T STAY
RIGID**



**GET
FLEXIBLE**

SLEEP TO REMEMBER



REMEMBER TO SLEEP

How do students spend their time?



1. Time usage

3. Synched?

2. Biggest demands

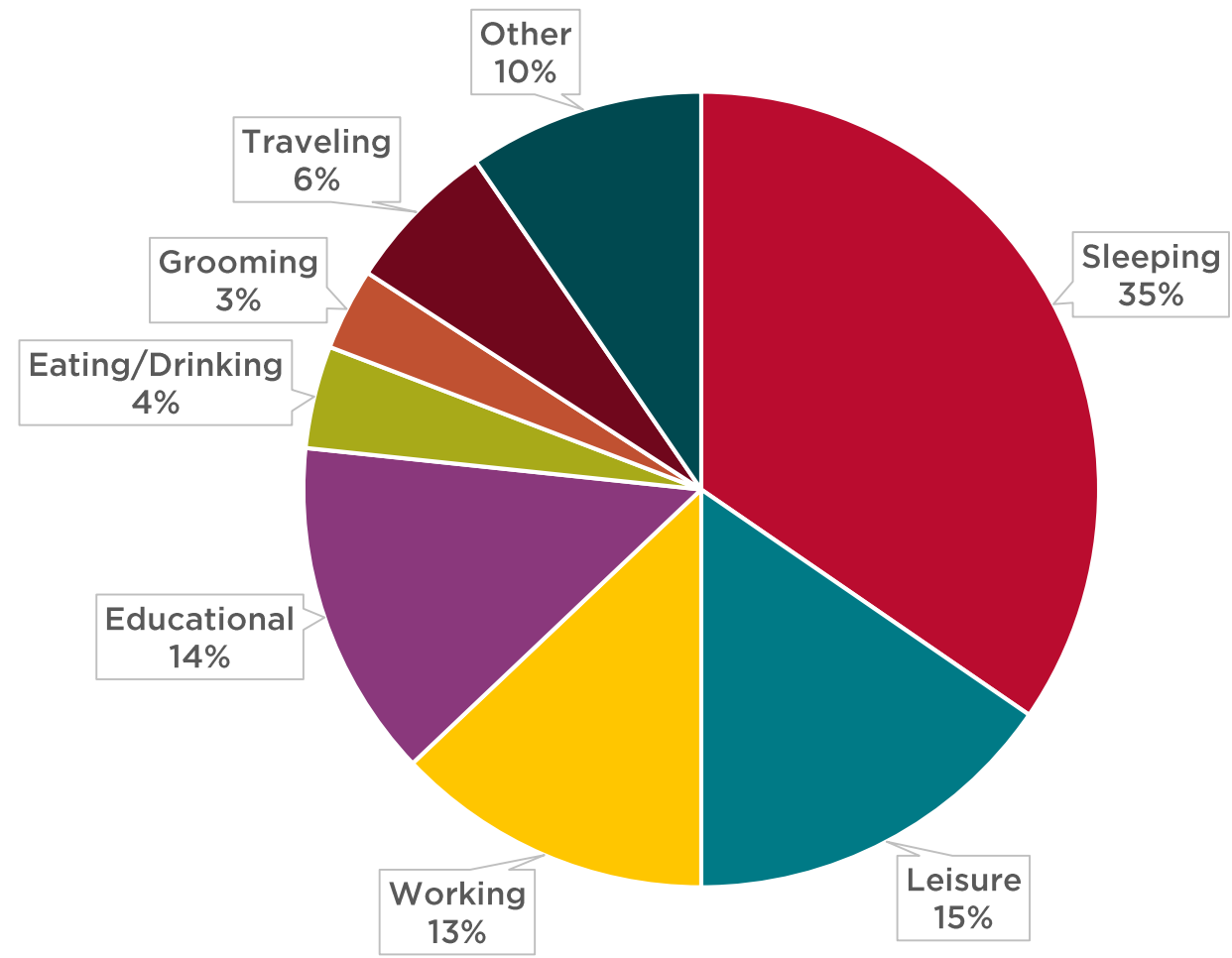
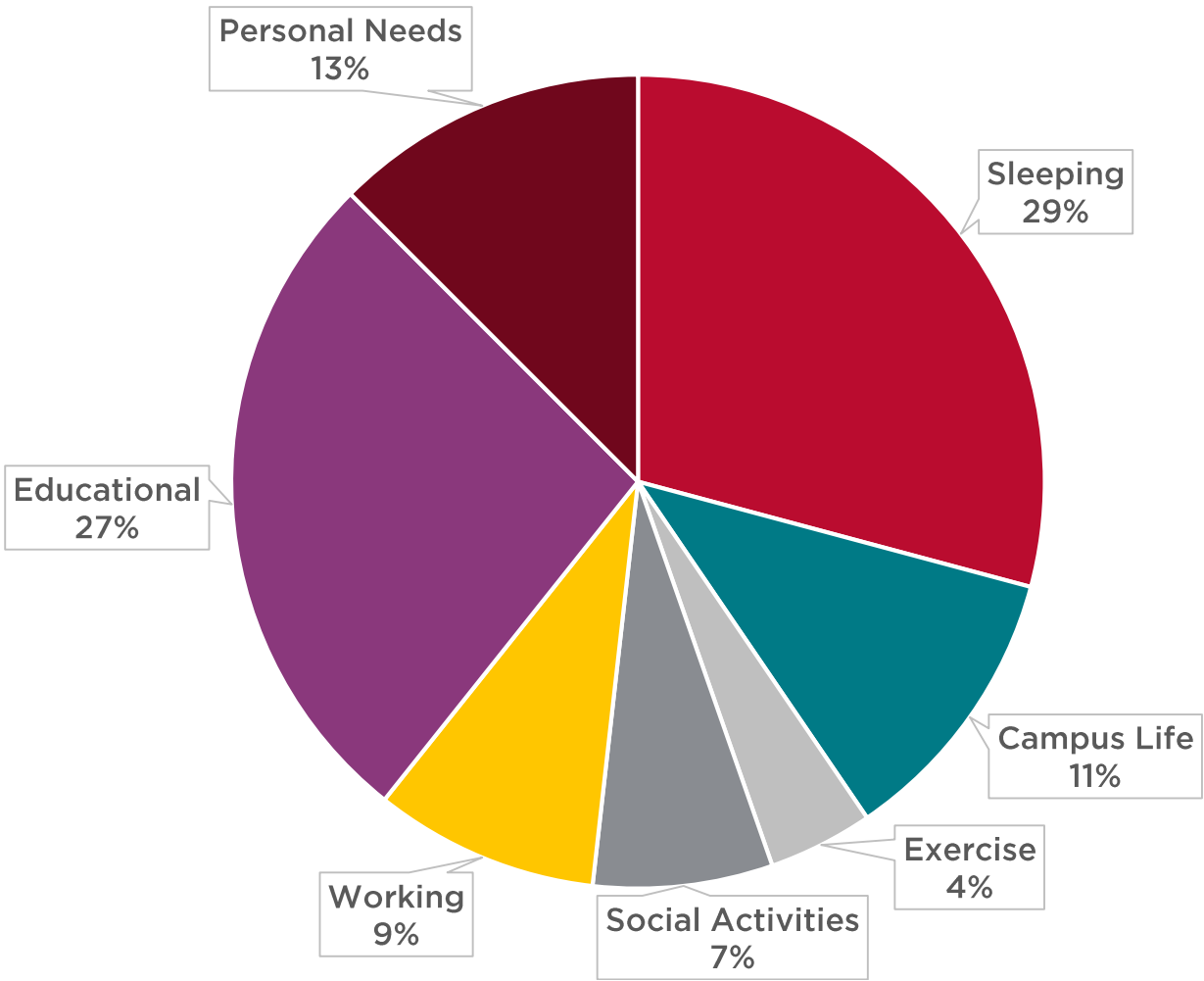
4. Biggest challenge



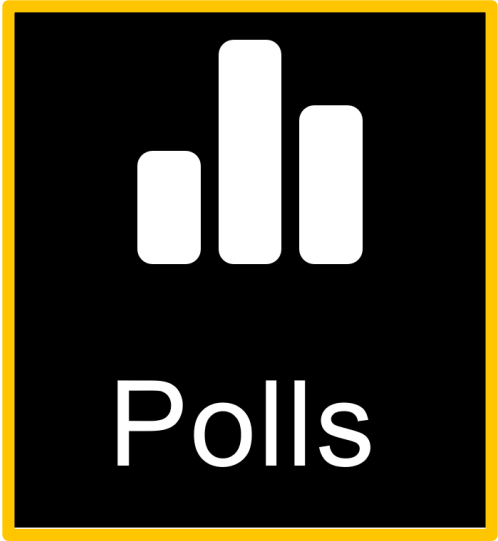


↩ ↪ 🔍 - Set background Clear frame



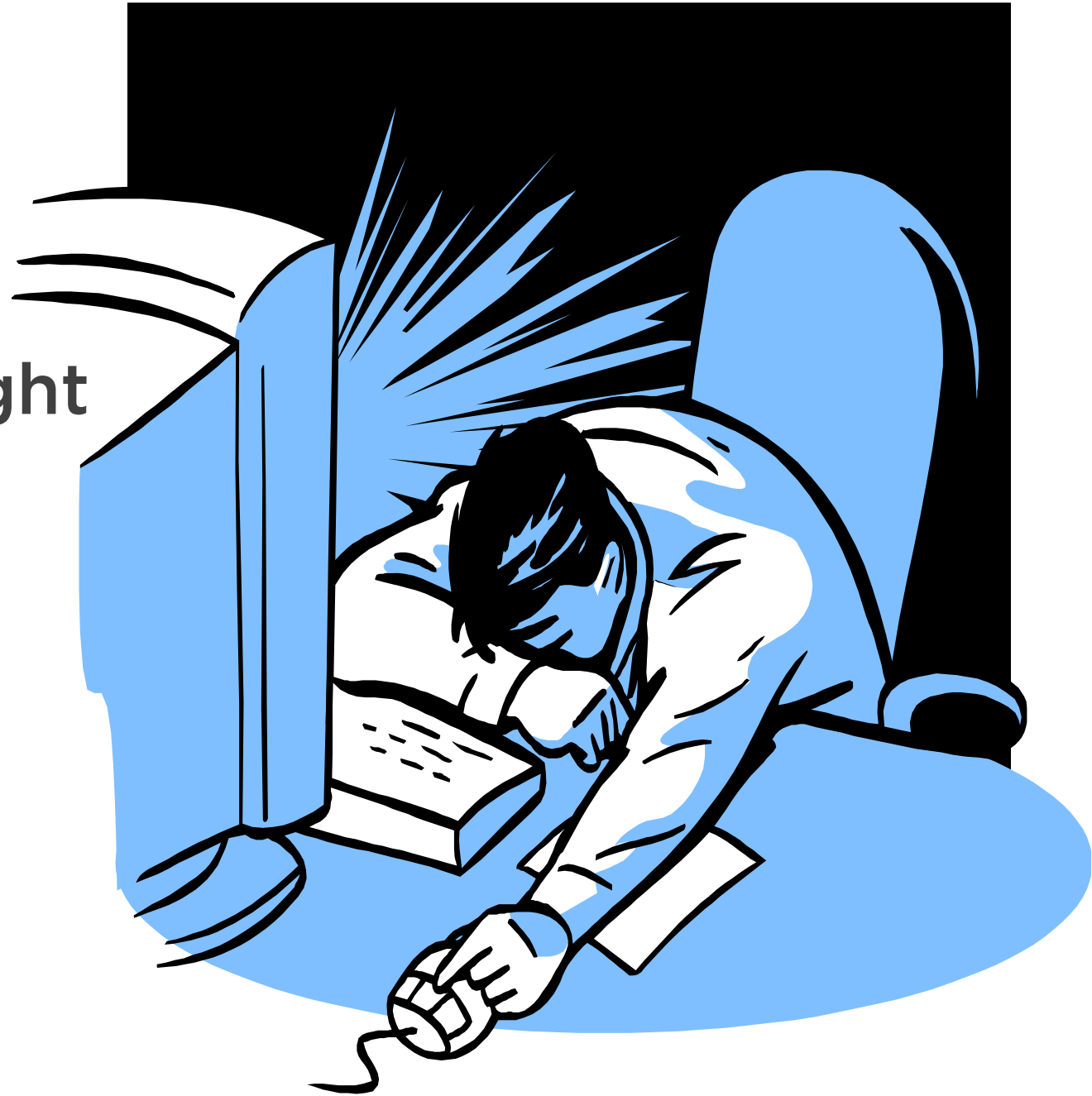



168 Hours/Week **24 Hours/Day**



7 hours of sleep every night
x 7 days a week

49 hours a week





15 credit hours a week
X 3 hours a course
45 hours a week
OUTSIDE OF CLASS

Note: Technical courses may need to have even more time allocated.

Study Tools



Personal Needs



Exercise



1 h  day
X 7 days a week

7 hours a week





Social Life

~ 12 hr/wk

EFFECTS OF STUDENT JOBS ON GRADES

Max 12 - 15 hours/week



10 - 12 hours/week is better

A magnifying glass is centered over a newspaper clipping. The word "STUDENT" is written in large, bold, red capital letters across the top of the clipping. Below it, the word "JOBS" is written in large, bold, black capital letters. The background of the clipping is filled with smaller, blurred text, including the phrase "Current Ohio licensure required".

STUDENT

JOBS

On Campus vs Off Campus

Balance Between School & Work



TWO DAYS



OFF WORK

memegenerator.net



Campus Life





**COMPREHENSIVE, AFFORDABLE, &
ACCESSIBLE!**

At SHAC, we know what it takes to keep our students healthy, attending class, & achieving success!

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- And much more!*
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We are Student Success

You are **WELCOME** to ALL events



Summer Bridge Series

Covers foundational skills to help you succeed

Pre-Semester Prep Series

Physics 1, Chem 1, Trig/Pre-Calc through Calc 3

Semester Long Programs

Mentoring, Internships, Research

Presentation Prep Series

What is a Conference?
Designing Effective Presentations
Data Visualization
Delivering Presentations

1st & 2nd Year Student Events

I am Engineering and Computer Science & Find Your Pack
Twitch streaming event
Study Skills
Manage Your Time
Auto CAD
Coffee Hour with Faculty
Financial Fundamentals

Spatial Visualization Series

Orthographic Views
Isometric Drawing
One-Axis Rotations

Career and Professional Development Events

STEM Mixer-Industry Networking
Graduate School Prep
Resume Critique & Mock Interviews
Landing an internship
Leadership in Engineering
...and industry site visits...

Lab Safety Series

































Hazard Communication & Hazard Evaluation
Hierarchy of Controls & Basics of PPE
Chemical Waste Management

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BUILD your skill set. **ENHANCE** your resume.



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Course	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
MATH		 				 		
PHYS								
CHEM			 				 	
ENGL								 
ART.H								

Over-organizing



YTG



IMPORTANT

URGENT

NOT URGENT

**High Importance
High Urgency**

Do

*Pressing problems,
deadlines, daily fire-
fighting, crisis
management*

**High Importance
Low Urgency**

Decide when

*Prevention,
relationship building,
planning, strategies,
recreation, sleep,
nutrition*

**Low Importance
High Urgency**

Delegate

*Interruptions, some
calls, email, some
meetings, busy work*

**Low Importance
Low Urgency**

Dump

*Television,
entertainment, time
wasters, social
media/surfing*

PRIORITY

NOT IMPORTANT



ENGINEERING STUDENT SUCCESS CENTER



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