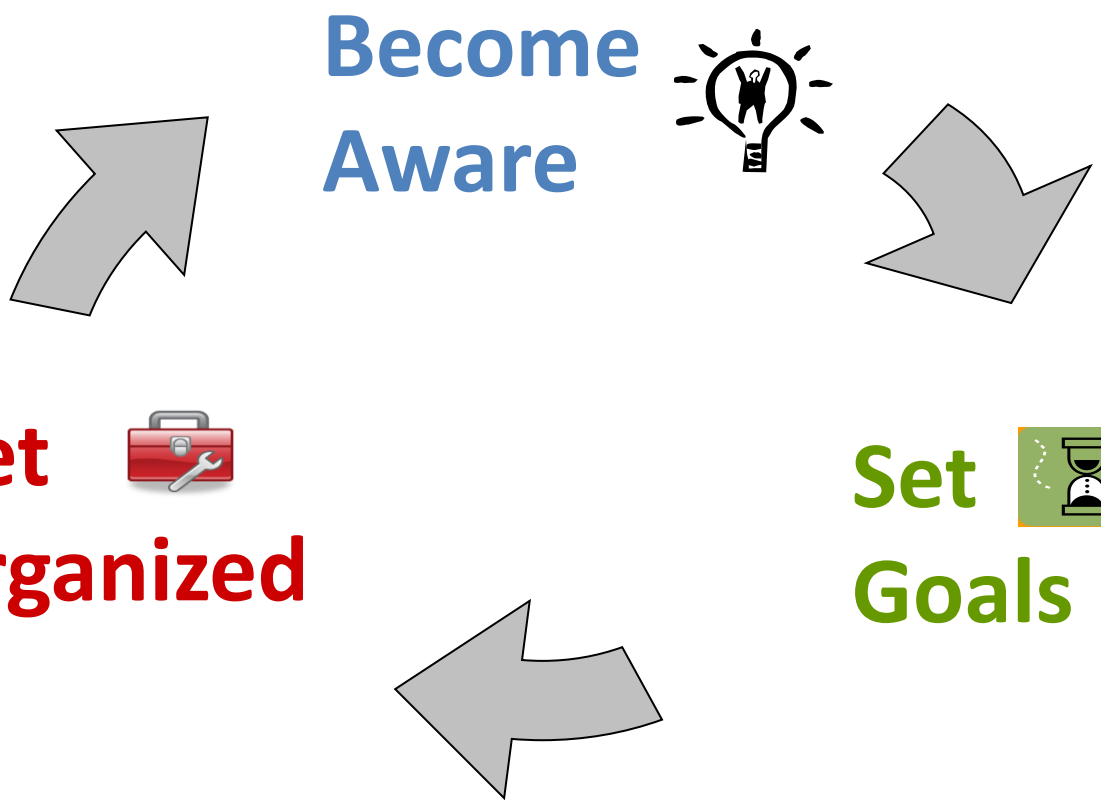
# Managing Your Time in

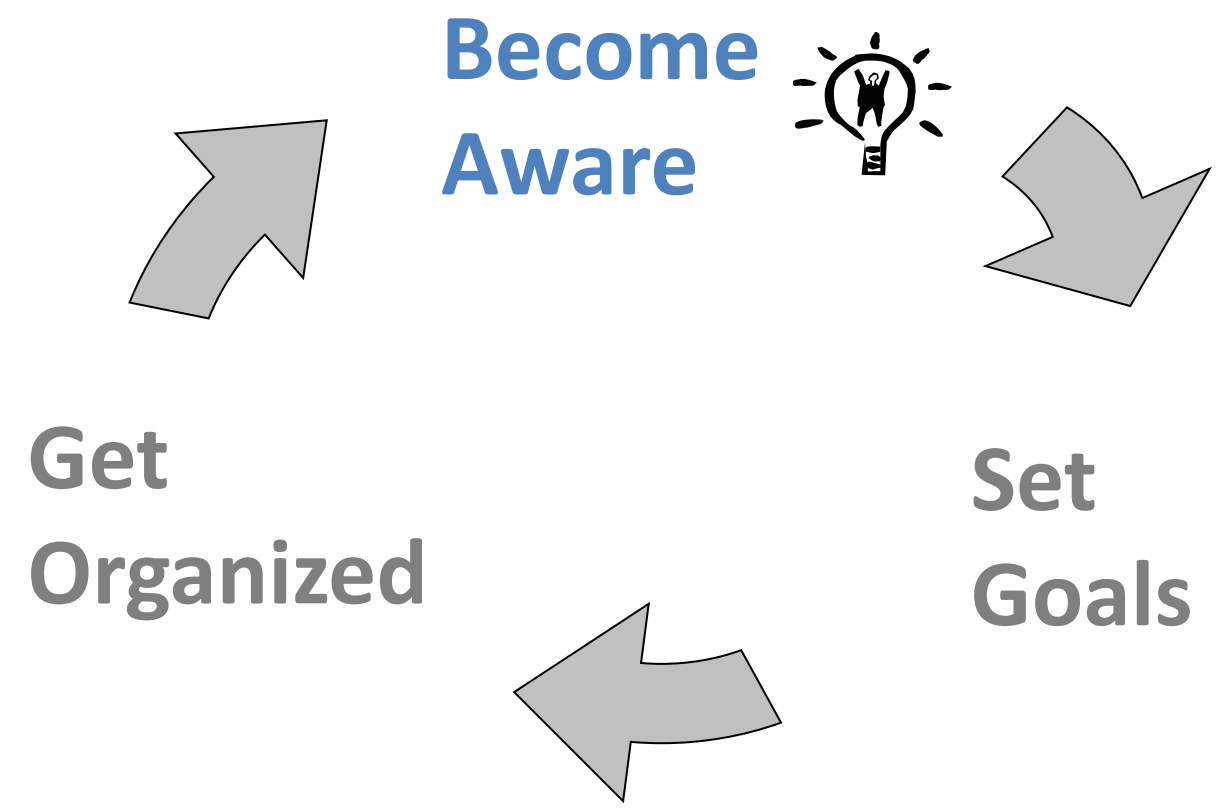
## FIRST YEAR ENGINEERING


**Adapted from :**
**Learning Strategies Development**
**Queen's University**

# Three part process

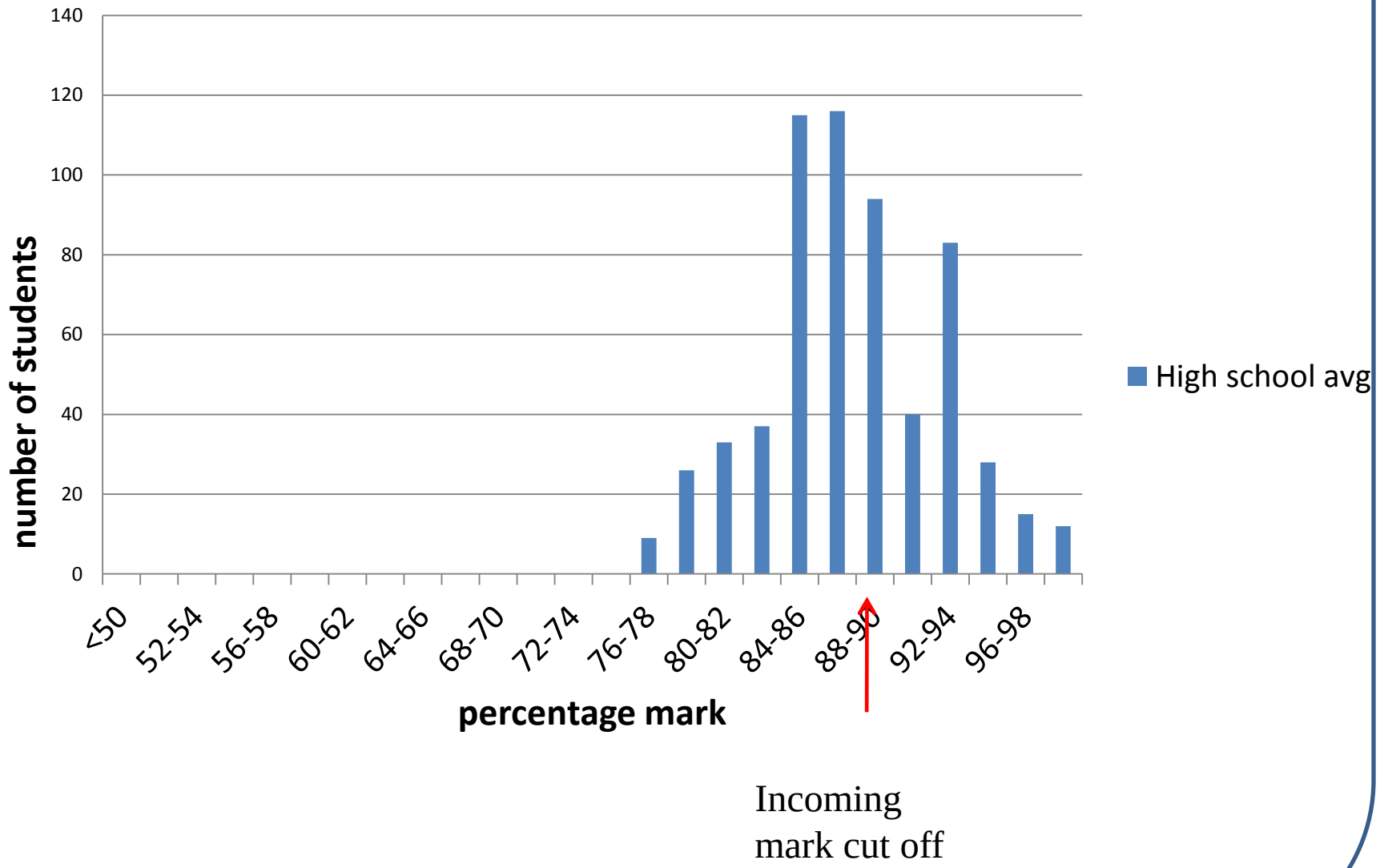


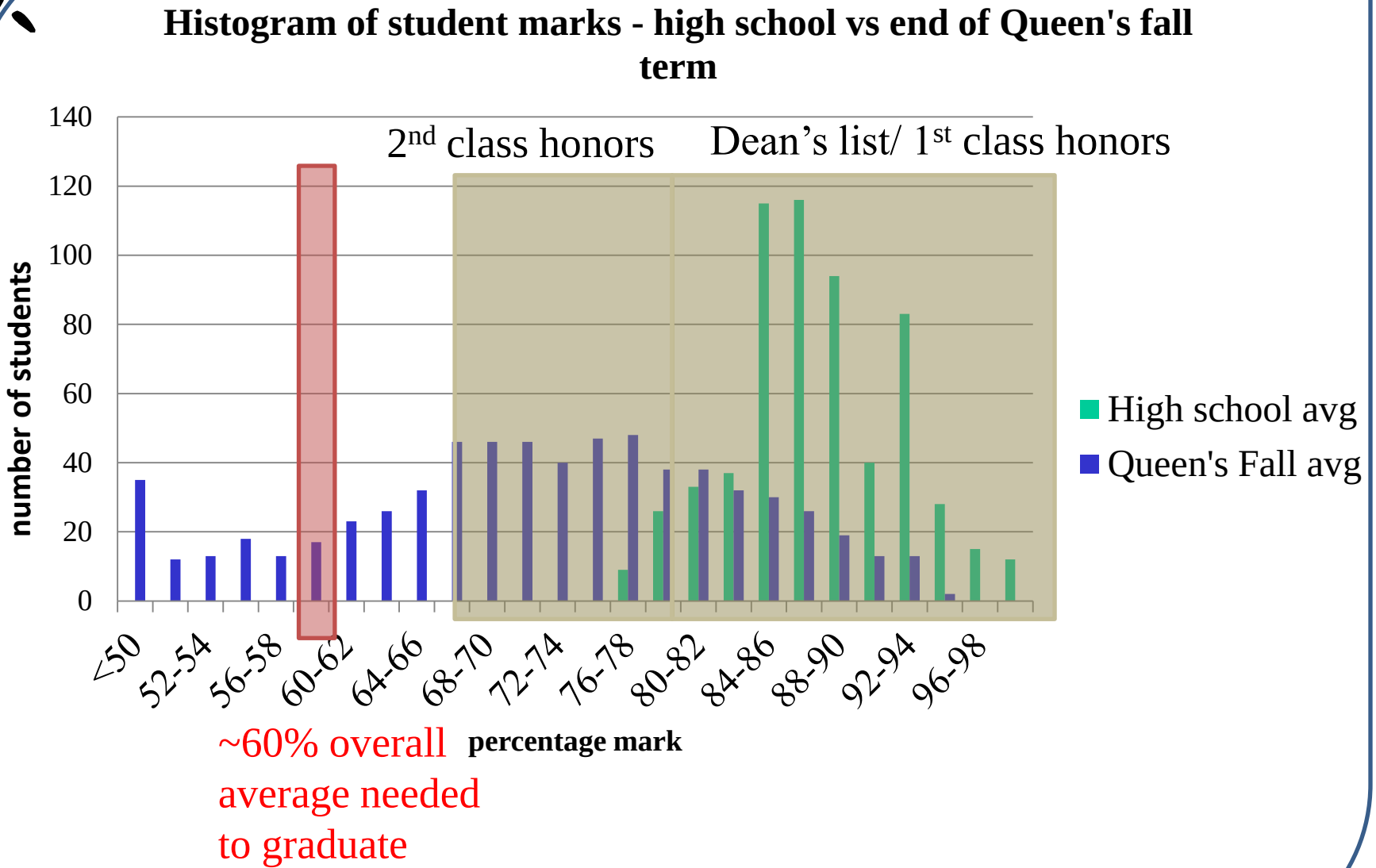
# Three part process



# Why are time management skills important now?

In high school, you were probably the top of the class. Maybe without really trying. Now ALL of your fellow engineering students are top students. How will you fare?


Histogram of student marks - high school (previous data)
number of students
140
120
100
80
60
40
20
0
<50
52-54
56-58
60-62
64-66
68-70
72-74
76-78
80-82
84-86
88-90
92-94
96-98
percentage mark
High school avg
Incoming
mark cut off


Histogram of student marks - high school vs end of Queen's fall term
2nd class honors
Dean's list/ 1st class honors
number of students
140
120
100
80
60
40
20
0
<50
52-54
56-58
60-62
64-66
68-70
72-74
76-78
80-82
84-86
88-90
92-94
96-98
percentage mark
High school avg
Queen's Fall avg
~60% overall average needed to graduate

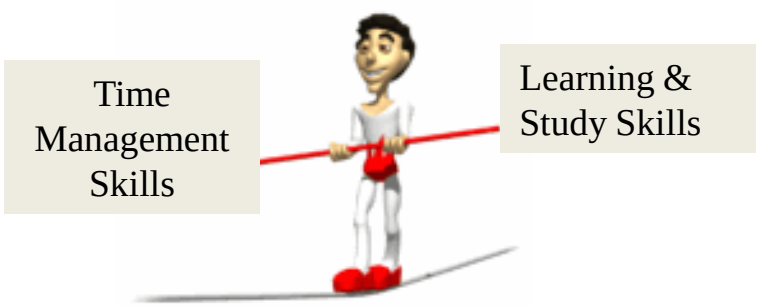
Research shows: Practicing effective time management skills can increase your overall average by 10-15%!!

AND

You will get more out of your courses, enjoy the subjects more, and be less stressed out.

# How much time do I have?

There are 168 hours in each week to do EVERYTHING




- Eat
- Sleep
- Study
- Exercise, socialize, hobbies, volunteer, etc.

# Calculating Study Time

You are engineering students!!!!!

You have more courses than students in other faculties

You have no ‘easy’ courses

So **how much studying are we talking about?**

We will cover this in more detail later but here is a teaser:

**FALL**

| | |
|---|---|
| Sleep (7x8) | 56 hrs |
| In-class hours: | 27 hrs |
| Study time: | 25 hrs |
| Eating/misc (6hrsX7) | 42 hrs |
| TOTAL | 150hrs |
| Hours in a week | 168hrs |
| YOU TIME (waking) | 18hrs |

NOT A LOT OF WIGGLE ROOM. TIME MANAGEMENT IS KEY TO GETTING THE MOST OUT OF STUDYING, HAVING SUFFICIENT TIME FOR YOURSELF, and not feeling guilty about it!

# Start well, monitor, analyse, revise

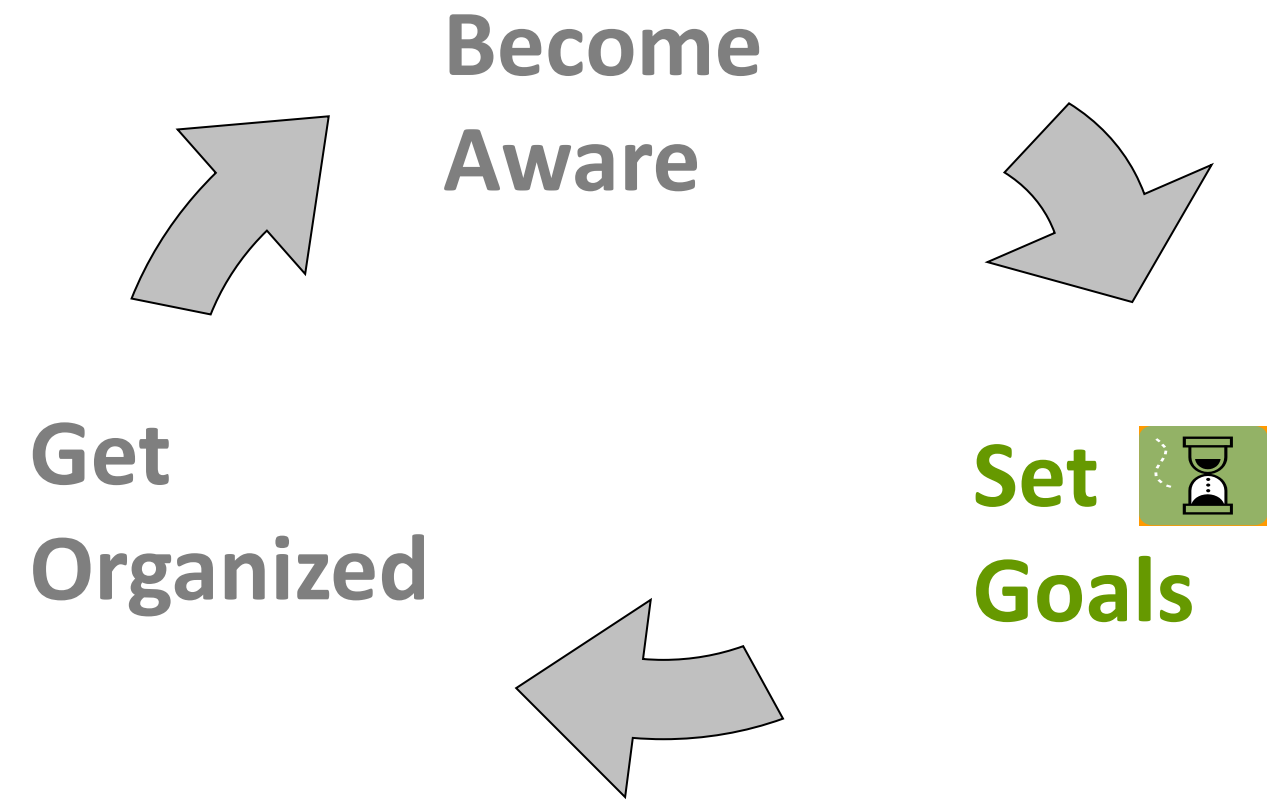
Start Well:

- Today we will get you to examine your goals.
- Today you will set up a weekly schedule to manage your time.

Monitor:

Just before mid-term, monitor your time use and revise if you need to.

# Three part process



# Setting Goals

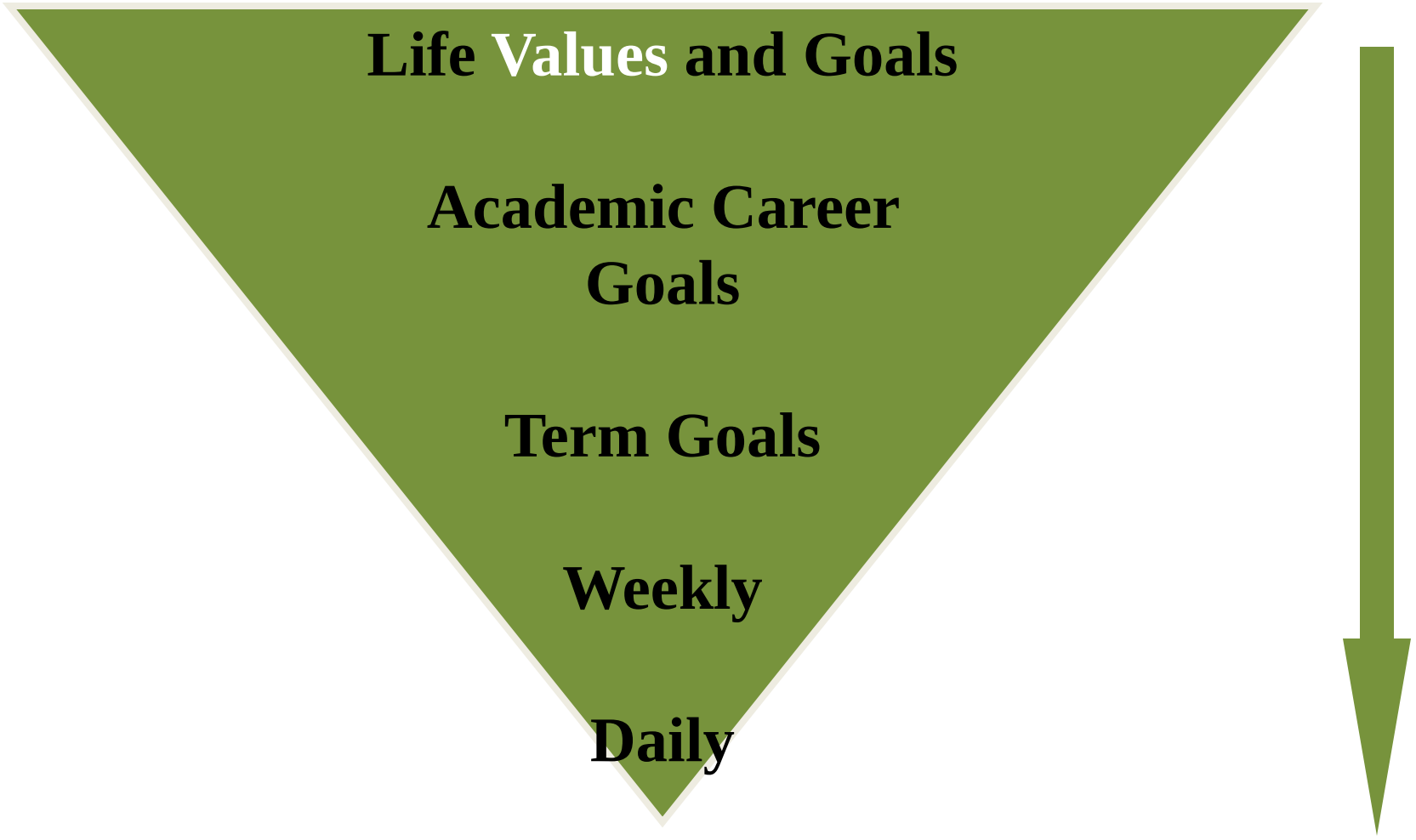
Goals

- Help us determine a direction
- Assess whether we are on track
- Enables us to celebrate our achievements!!

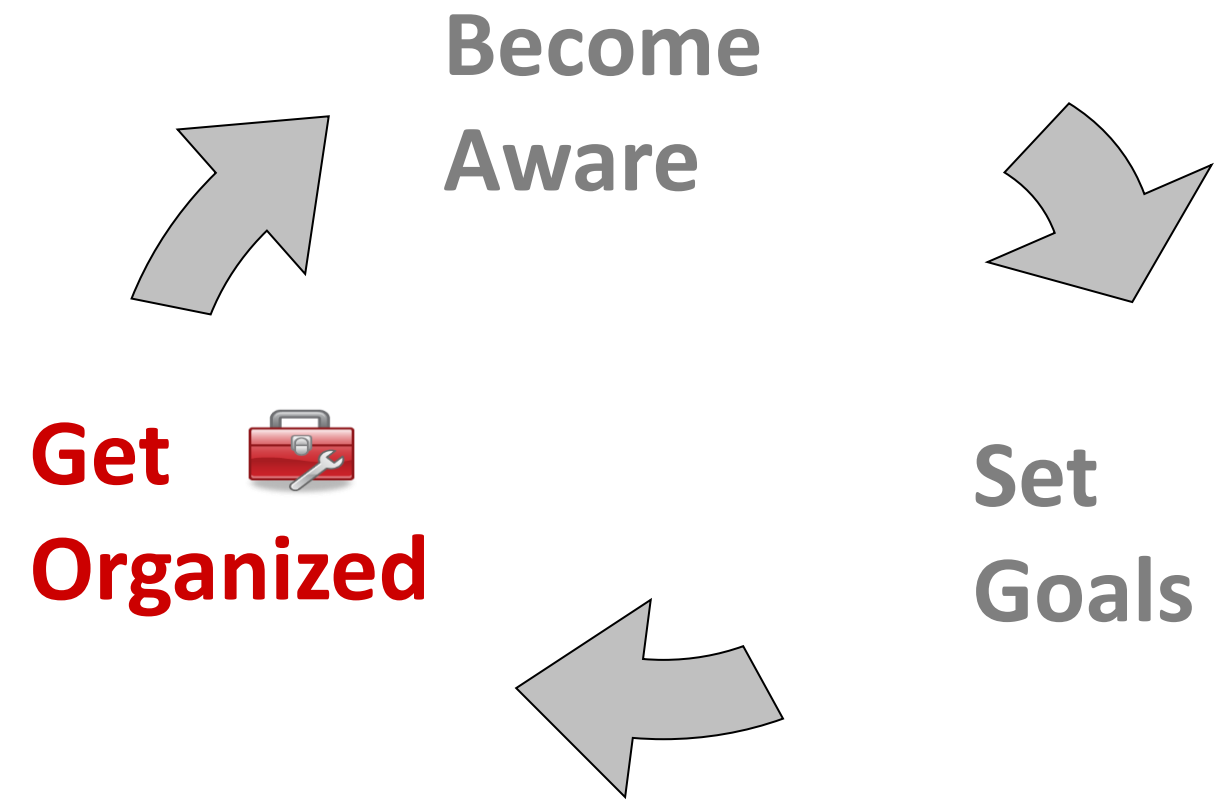
Goals should be:

- Realistic
- Specific
- Measurable

# Strategies for Goal-Setting



# Three part process



# Time Management Matrix

(adapted from *The Seven Habits of Effective People – Steven Covey 1990)*

| | URGENT | NOT Urgent |
|---|---|---|
| Important | **A. You spend time with**<br>Crises<br>Pressing problems<br>Facing deadlines | **B. You spend time with:**<br>Planning,<br>Progressive learning,<br>Understanding concepts,<br>Seeking links,<br>Personal enhancement |
| NOT Important | **C. You spend time with**<br>Interruptions<br>"urgent" messaging,<br>texts, email,<br>pressing matters | **D. You spend time with**<br>Messaging, texting,<br>Instagram, Facebook,<br>internet time wasters…<br>Distractions |

# Time Management Matrix

(adapted from *The Seven Habits of Effective People – Steven Covey 1990)*

| | URGENT | NOT Urgent |
|---|---|---|
| Important | **A. You spend time with**<br>Crises<br>Pressing problems<br>Facing deadlines | **B. You spend time with:**<br>Planning,<br>Progressive learning,<br>Understanding concepts,<br>Seeking links,<br>Personal enhancement |
| NOT Important | | |

**Steven Covey: most effective people spend most of their time in box B - as TIME MANAGERS not CRISIS MANAGERS**

# Strategies for Organizing

Most important

- **Scheduling** : reserving time for LEARNING material as well as doing assigned work ***(will do exercise at end).***
- **Organizing**: your study space, your notes in binders with tabs, find old exams early in the term…..
- **Analyzing**: is my schedule working? Am I focusing on the right things? Should I rearrange things to improve?

# Building your own time-managed weekly schedule

You will use:

1. A schedule of all your waking hours with all of your commitments included

2. An estimate of the amount of time per week that you will need for each subject (start with 1hr for each L+T, ask prof.) – *we'll give this to you in a minute but in future ask your prof*

3. An idea of weekly due dates (ask prof)

4. Your laptop – Use Excel so you can revise your schedule

# To download the course schedules:

1. Google “first year engineering queens”
2. Select “Course Timetables”
3. On that page, find your section and download the matching Excel schedule.

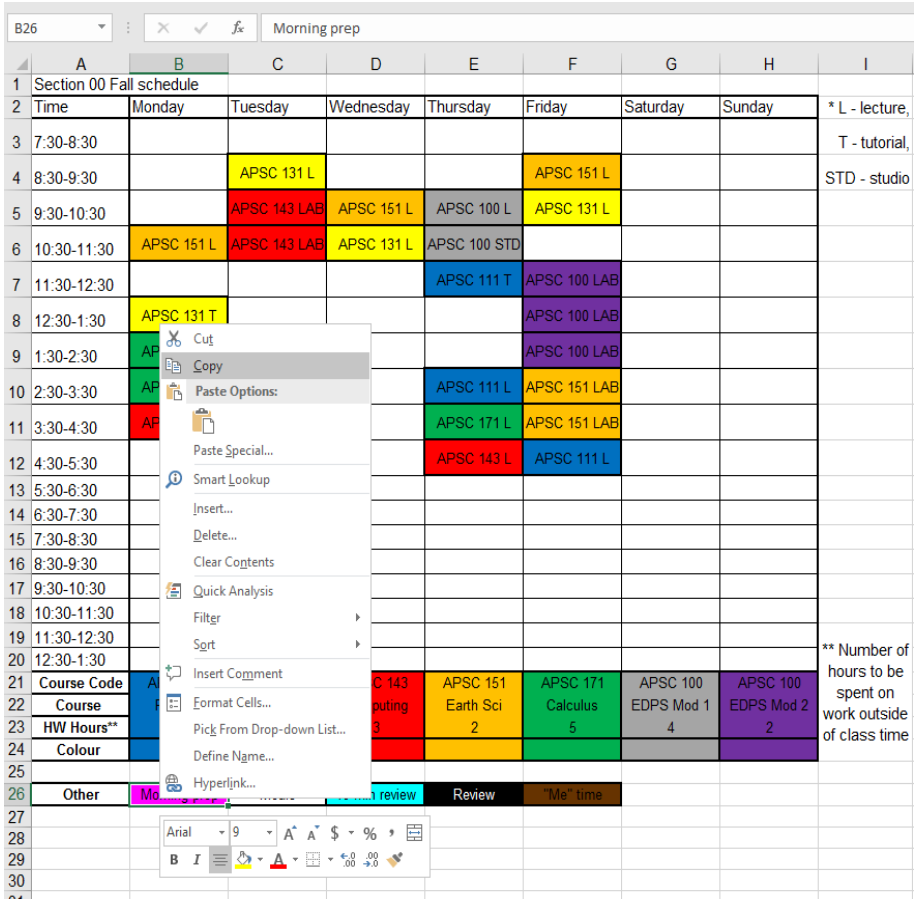
4. If you do not know your section number, sign on to SOLUS.
    1. From the ‘other academic…’ drop down menu, select ‘Class Schedule’.
    2. Your section number shows up in the last two numbers of your tutorial and labs.

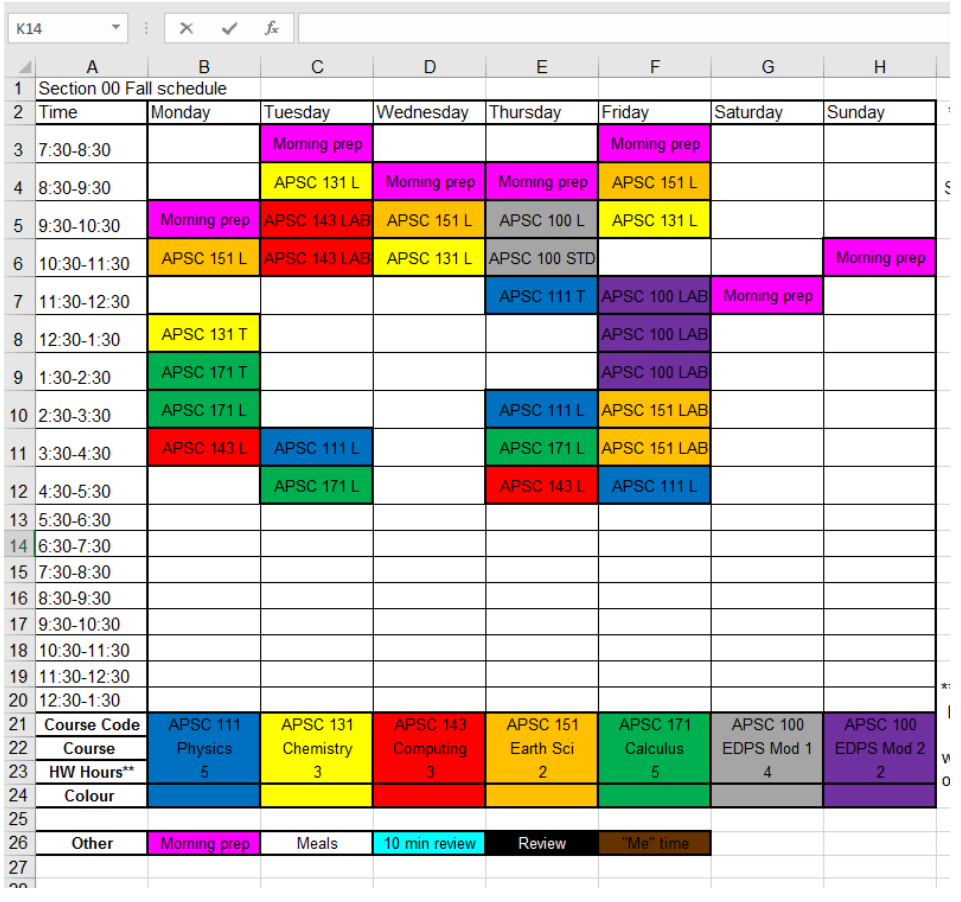
| Time | Monday Sep 10 | Tuesday Sep 11 | Wednesday Sep 12 | Thursday Sep 13 | Friday Sep 14 |
|---|---|---|---|---|---|
| 8:00AM | | APSC 171 - 207 Tutorial 8:30AM - 9:30AM Jeffery Hall 225 | | | APSC 171 - 102 Lecture 8:30AM - 9:30AM Etherington Hall AUD |
| 9:00AM | | | APSC 171 - 102 Lecture 9:30AM - 10:30AM Etherington Hall AUD | | APSC 111 - 207 Tutorial 9:30AM - 10:30AM Stirling Hall 401 ⚠ APSC 111 - 207 Tutorial 9:30AM - 10:30AM Stirling Hall 414 |
| 10:00AM | APSC 171 - 102 Lecture 10:30AM - 11:30AM Etherington Hall AUD | APSC 131 - 207 Tutorial 10:30AM - 11:30AM Stirling Hall 401 | | | |
| 11:00AM | | APSC 131 - 102 Lecture 11:30AM - 12:30PM Etherington Hall AUD | | APSC 111 - 102 Lecture 11:30AM - 12:30PM Stirling Hall AUD | APSC 151 - 102 Lecture 11:30AM - 12:30PM Etherington Hall AUD |
| | | | | APSC 100A - 102 | |

# So start filling in your schedule:

1. Open the Excel document with your section's schedule. Your class times are already filled in (except for some of the extra lectures or missing tutorials in the first few weeks – won't worry about these one-offs)

2. Copy the pink cell labelled "Morning prep". Paste the pink cell every morning and allow for breakfast time (this can include extra sleep on late lecture or weekend mornings but don't overdo it…)


B26
Morning prep
Section 00 Fall schedule
Time
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
* L - lecture,
T - tutorial,
STD - studio
7:30-8:30
8:30-9:30
9:30-10:30
10:30-11:30
11:30-12:30
12:30-1:30
1:30-2:30
2:30-3:30
3:30-4:30
4:30-5:30
5:30-6:30
6:30-7:30
7:30-8:30
8:30-9:30
9:30-10:30
10:30-11:30
11:30-12:30
12:30-1:30
APSC 131 L
APSC 143 LAB
APSC 151 L
APSC 100 L
APSC 131 L
APSC 151 L
APSC 151 L
APSC 143 LAB
APSC 131 L
APSC 100 STD
APSC 111 T
APSC 100 LAB
APSC 131 T
APSC 100 LAB
APSC 100 LAB
APSC 111 L
APSC 151 LAB
APSC 171 L
APSC 151 LAB
APSC 143 L
APSC 111 L
Cut
Copy
Paste Options:
Paste Special...
Smart Lookup
Insert...
Delete...
Clear Contents
Quick Analysis
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...
** Number of hours to be spent on work outside of class time
Course Code
Course
HW Hours**
Colour
APSC 151 Earth Sci 2
APSC 171 Calculus 5
APSC 100 EDPS Mod 1 4
APSC 100 EDPS Mod 2 2
Other
Review
"Me" time
Arial
9


K14
Section 00 Fall schedule
Time
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
7:30-8:30
8:30-9:30
9:30-10:30
10:30-11:30
11:30-12:30
12:30-1:30
1:30-2:30
2:30-3:30
3:30-4:30
4:30-5:30
5:30-6:30
6:30-7:30
7:30-8:30
8:30-9:30
9:30-10:30
10:30-11:30
11:30-12:30
12:30-1:30
Morning prep
APSC 131 L
Morning prep
Morning prep
APSC 151 L
Morning prep
APSC 143 LAB
APSC 151 L
APSC 100 L
APSC 131 L
APSC 151 L
APSC 143 LAB
APSC 131 L
APSC 100 STD
Morning prep
APSC 111 T
APSC 100 LAB
Morning prep
APSC 131 T
APSC 100 LAB
APSC 171 T
APSC 100 LAB
APSC 171 L
APSC 111 L
APSC 151 LAB
APSC 143 L
APSC 111 L
APSC 171 L
APSC 151 LAB
APSC 171 L
APSC 143 L
APSC 111 L
Course Code
Course
HW Hours**
Colour
APSC 111 Physics 5
APSC 131 Chemistry 3
APSC 143 Computing 3
APSC 151 Earth Sci 2
APSC 171 Calculus 5
APSC 100 EDPS Mod 1 4
APSC 100 EDPS Mod 2 2
Other
Morning prep
Meals
10 min review
Review
"Me" time

# So start filling in your schedule:

1. Open the Excel document with your section's schedule. Your class times are already filled in (except for some of the extra lectures in the first few weeks – won't worry about these one-offs)
2. Copy the pink cell labelled "Morning prep". Paste the pink cell every morning and allow for breakfast time (this can include extra sleep on late lecture or weekend mornings but don't overdo it…)
3. Copy the white cell labelled "Meals" and fill in times for lunch and dinner.
4. Now add in "memory trace" review times.
   - Copy the teal cells labelled "10 min review" and paste them in Monday-Thursday evenings.
   - Copy the black cells labelled "Review" and paste in a two-hour block on Sunday to go over everything from the previous week.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Section 00 Fall schedule | | | | | | | |
| 2 | Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 3 | 7:30-8:30 | | Morning prep | | | Morning prep | | |
| 4 | 8:30-9:30 | | APSC 131 L | Morning prep | Morning prep | APSC 151 L | | |
| 5 | 9:30-10:30 | Morning prep | APSC 143 LAB | APSC 151 L | APSC 100 L | APSC 131 L | | |
| 6 | 10:30-11:30 | APSC 151 L | APSC 143 LAB | APSC 131 L | APSC 100 STD | Meals | | Morning prep |
| 7 | 11:30-12:30 | Meals | Meals | Meals | APSC 111 T | APSC 100 LAB | Morning prep | |
| 8 | 12:30-1:30 | APSC 131 T | | | Meals | APSC 100 LAB | | |
| 9 | 1:30-2:30 | APSC 171 T | | | | APSC 100 LAB | | |
| 10 | 2:30-3:30 | APSC 171 L | | | APSC 111 L | APSC 151 LAB | | |
| 11 | 3:30-4:30 | APSC 143 L | APSC 111 L | | APSC 171 L | APSC 151 LAB | | |
| 12 | 4:30-5:30 | | APSC 171 L | | APSC 143 L | APSC 111 L | | |
| 13 | 5:30-6:30 | | Meals | | Meals | Meals | | |
| 14 | 6:30-7:30 | Meals | 10 min review | Meals | | | Meals | Meals |
| 15 | 7:30-8:30 | | | | | | | |
| 16 | 8:30-9:30 | | | | | | | Review |
| 17 | 9:30-10:30 | | | | | | | Review |
| 18 | 10:30-11:30 | | | | | | | |
| 19 | 11:30-12:30 | 10 min review | | 10 min review | 10 min review | | | |
| 20 | 12:30-1:30 | | | | | | | |
| 21 | **Course Code** | APSC 111 | APSC 131 | APSC 143 | APSC 151 | APSC 171 | APSC 100 | APSC 100 |
| 22 | **Course** | Physics | Chemistry | Computing | Earth Sci | Calculus | EDPS Mod 1 | EDPS Mod 2 |
| 23 | **HW Hours**** | 5 | 3 | 3 | 2 | 5 | 4 | 2 |
| 24 | **Colour** | | | | | | | |
| 25 | | | | | | | | |
| 26 | **Other** | Morning prep | Meals | 10 min review | Review | "Me" time | | |

# So start filling in your schedule:

5. Now begin to fill in the 2, 3, or 4 hour time blocks for each course…
6. Remember: everyone studies differently. Do you work better at night or in the morning? *Keep these things in mind!*

# Guidelines for 2, 3, 4 hr time blocks:

1. Problem sets are best done in 2 or 3 hour block times - try to schedule these an evening or two before tutorials.

2. For assignments try and schedule 2 days before hand in so you have time to finish problems you can’t do right away

| Course | Requirements |
| --- | --- |
| **APSC 111 PHYSICS** | 5 hours in total. Weekly assignments due Wednesday evenings (3 hours). |
| **APSC 171 CALCULUS** | Weekly homework problems from text book (3 hours) plus on-line assignment due Friday at 11:00 am (2 hours). |
| **APSC 131 CHEMISTRY** | Weekly homework practice problems (2 hours).<br>Weekly Mastering Chemistry online quiz due Monday at 8:30AM (1 hour). |
| **APSC 151 EARTH SYSTEMS** | Assignments given in labs to either finish then or by the next lab period (2 hours) |
| **APSC 143 COMPUTING** | Weekly studio (lab) programming problems, with additional programming problems for practice (3 hours) |
| **APSC 100 PROF ENG SKILLS**<br>**Module 1**<br>**Module 2** | Module 1 (problem solving): readings before lecture and OnQ quiz due Monday at 3pm. MEAs also – use weekends.<br>Module 2 (experimentation): prelab quizzes to be completed the day before your lab session (2 hours). |

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | Section 00 Fall schedule | | | | | | | |
| 2 | Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 3 | 7:30-8:30 | | Morning prep | | | Morning prep | | |
| 4 | 8:30-9:30 | | APSC 131 L | Morning prep | Morning prep | APSC 151 L | | |
| 5 | 9:30-10:30 | Morning prep | APSC 143 LAB | APSC 151 L | APSC 100 L | APSC 131 L | | |
| 6 | 10:30-11:30 | APSC 151 L | APSC 143 LAB | APSC 131 L | APSC 100 STD | Meals | | Morning prep |
| 7 | 11:30-12:30 | Meals | Meals | Meals | APSC 111 T | APSC 100 LAB | Morning prep | |
| 8 | 12:30-1:30 | APSC 131 T | | | Meals | APSC 100 LAB | | |
| 9 | 1:30-2:30 | APSC 171 T | | | | APSC 100 LAB | | |
| 10 | 2:30-3:30 | APSC 171 L | | | APSC 111 L | APSC 151 LAB | | |
| 11 | 3:30-4:30 | APSC 143 L | APSC 111 L | | APSC 171 L | APSC 151 LAB | | |
| 12 | 4:30-5:30 | | APSC 171 L | | APSC 143 L | APSC 111 L | | |
| 13 | 5:30-6:30 | | Meals | | Meals | Meals | | |
| 14 | 6:30-7:30 | Meals | 10 min review | Meals | | | Meals | Meals |
| 15 | 7:30-8:30 | | | | | | | |
| 16 | 8:30-9:30 | | | | | | | Review |
| 17 | 9:30-10:30 | | | | | | | Review |
| 18 | 10:30-11:30 | | | | | | | |
| 19 | 11:30-12:30 | 10 min review | | 10 min review | 10 min review | | | |
| 20 | 12:30-1:30 | | | | | | | |
| 21 | **Course Code** | APSC 111 | APSC 131 | APSC 143 | APSC 151 | APSC 171 | APSC 100 | APSC 100 |
| 22 | **Course** | Physics | Chemistry | Computing | Earth Sci | Calculus | EDPS Mod 1 | EDPS Mod 2 |
| 23 | **HW Hours**** | 5 | 3 | 3 | 2 | 5 | 4 | 2 |
| 24 | **Colour** | | | | | | | |
| 25 | | | | | | | | |
| 26 | **Other** | Morning prep | Meals | 10 min review | Review | "Me" time | | |
| 27 | | | | | | | | |

**FINALLY:**

**Go through and schedule “me” time (brown cells) in the blank slots –**

- **Maybe a night off, or a weekend day off**
- **Maybe an hour before bed for social time**

**BUT**

- **Leave “open” blocks of time throughout your schedule – one big one (Saturday?) and lots of little ones throughout the week.**
- **Leaving them at the end of your problem solving blocks is helpful if you go overtime finishing a problem set.**

**Remember that your time management schedule is designed to be flexible.**

**Analyze regularly and move study blocks around if they will work better someplace else**

**Tomorrow marks your first day of classes.**

**Go get some of those 8 hours of sleep!**