



Time Management and Study Skills

CoE Engineering Student Success Center
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Reach YOUR Goals

Reduce & Manage Stress

Perform Academically

Why is managing time important?

Work Smarter,
Not Harder

Maintain Balance

Control your time

Activity

Academic Success Time Budget

NAME: _____							
Semester _____							
TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							

NAME:	Jesus						
Semester	Fall 2020						
TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00							
7:30							
8:00		Engr 10		ENGR 10			
8:30		8-8:50		8-8:50			
9:00			English 1a		English 1a	ENGR	
9:30			9-10:15		9-10:15	10	
10:00						LAB	
10:30		Math 30	Math 30	Math 30	Math 30	9 - 11:45am	
11:00		Lab	Lab	Lab	Lab		
11:30		10:30-11:45	10:30-11:45	10:30-11:45	10:30-11:45		
12:00		Math 30		Math 30			
12:30		12-1:15		12-1:15			
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00							
7:30							

NAME:	Jesus						
Semester	Fall 2020						
TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Wake up		Wake up			
7:00		Breakfast		Breakfast			
7:30		TT	Wake up	TT	Wake up	Wake up	
8:00		Engr 10	Breakfast	ENGR 10	Breakfast	Breakfast	
8:30		8-8:50	TT	8-8:50	TT	TT	
9:00			English 1a		English 1a	ENGR	
9:30			9-10:15		9-10:15	10	
10:00						LAB	
10:30		Math 30	Math 30	Math 30	Math 30	9 - 11:45am	
11:00		Lab	Lab	Lab	Lab		
11:30		10:30-11:45	10:30-11:45	10:30-11:45	10:30-11:45		
12:00		Math 30		Math 30			
12:30		12-1:15		12-1:15			
1:00							
1:30		Lunch	Lunch	Lunch	Lunch	Lunch	
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
6:00		Dinner	Dinner	Dinner	Dinner	Dinner	
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							

9:00			English 1a		English 1a	ENGR	
9:30			9-10:15		9-10:15	10	
10:00	Wake up					LAB	
10:30	Breakfast	Math 30	Math 30	Math 30	Math 30	9 - 11:45am	
11:00		Lab	Lab	Lab	Lab		
11:30		10:30-11:45	10:30-11:45	10:30-11:45	10:30-11:45		
12:00		Math 30		Math 30			
12:30		12-1:15		12-1:15			
1:00							
1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
2:00							
2:30	Study	Study	Music 19	Study	Study	Music 19	
3:00	Study	Study	TBA	Study	Study	TBA	
3:30	Study	Study	TBA	Study	Study	TBA	
4:00	Study	Study	Music 19	Study	Study	Music 19	
4:30	Study	Study	Study	Study	Study	Study	
5:00	Study	Study	Study	Study	Study	Study	
5:30	Study	Study	Study	Study	Study	Study	
6:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
6:30							
7:00	Study	Study	Study	Study	Study		
7:30	Study	Study	Study	Study	Study		
8:00	Study	Study	Study	Study	Study		
8:30	Study	Study	Study	Study	Study		
9:00	Study	Study	Study	Study	Study		
9:30			Study		Study		
10:00			Study		Study		
10:30							

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Wake up		Wake up			
7:00		Breakfast		Breakfast			
7:30		TT	Wake up	TT	Wake up	Wake up	
8:00		Engr 10	Breakfast	ENGR 10	Breakfast	Breakfast	
8:30		8-8:50	TT	8-8:50	TT	TT	
9:00		Run/Gym	English 1a	Run/Gym	English 1a	ENGR	
9:30		9am-10	9-10:15	9am-10	9-10:15	10	
10:00	Wake up	TT		TT		LAB	
10:30	Breakfast	Math 30	Math 30	Math 30	Math 30	9 - 11:45am	
11:00	TT	Lab	Lab	Lab	Lab		
11:30		10:30-11:45	10:30-11:45	10:30-11:45	10:30-11:45		
12:00	Run/Gym	Math 30	TT	Math 30	TT	Run/Gym	
12:30		12-1:15	Run/Gym	12-1:15	Run/Gym		
1:00	11:30-1:30		12:30pm-1:30		12:30pm-1:30	12-1:30	
1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
2:00							
2:30	Study	Study	Music 19	Study	Study	Music 19	
3:00	Study	Study	TBA	Study	Study	TBA	
3:30	Study	Study	TBA	Study	Study	TBA	
4:00	Study	Study	Music 19	Study	Study	Music 19	
4:30	Study	Study	Study	Study	Study	Study	
5:00	Study	Study	Study	Study	Study	Study	
5:30	Study	Study	Study	Study	Study	Study	
6:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
6:30							
7:00	Study	Study	Study	Study	Study		
7:30	Study	Study	Study	Study	Study		
8:00	Study	Study	Study	Study	Study		
8:30	Study	Study	Study	Study	Study		
9:00	Study	Study	Study	Study	Study		
9:30			Study		Study		
10:00			Study		Study		
10:30							

11:30	10:30-11:45		10:30-11:45	10:30-11:45	10:30-11:45	
12:00	Run/Gym	Math 30	TT	Math 30	TT	Run/Gym
12:30		12-1:15	Run/Gym	12-1:15	Run/Gym	
1:00	11:30-1:30	12:30pm-1:30		12:30pm-1:30	12-1:30	
1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
2:00						
2:30	Study	Study	Music 19	Study	Study	Music 19
3:00	Study	Study	TBA	Study	Study	TBA
3:30	Study	Study	TBA	Study	Study	TBA
4:00	Study	Study	Music 19	Study	Study	Music 19
4:30	Study	Study	Study	Study	Study	Study
5:00	Study	Study	Study	Study	Study	Study
5:30	Study	Study	Study	Study	Study	Study
6:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6:30						
7:00	Study	Study	Study	Study	Study	
7:30	Study	Study	Study	Study	Study	
8:00	Study	Study	Study	Study	Study	
8:30	Study	Study	Study	Study	Study	
9:00	Study	Study	Study	Study	Study	
9:30			Study		Study	
10:00			Study		Study	
10:30	Relax	Relax	Relax	Relax	Relax	Relax
11:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
11:30						
12:00						

The 3 Schedule Systems

1. Term Schedule
 2. Weekly Schedule
 3. Daily Schedule
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Term Schedule

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 <i>First day of Classes</i>	9	10	11	12
13	14	15	16	17	18	19
20	21 <i>REMINDER: PSYC Exam 1 in 1 Week</i>	22	23	24	25	26
27	28 <i>PSYC Exam 1</i>	29	30 <i>REMINDER: ENGL Assignment 1 Due in 2 Weeks</i>			

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 <i>REMINDER: PSYC Exam 2 in 2 Weeks</i>	6 <i>REMINDER: BISC Midterm 1 in 2 Weeks</i>	7	8 <i>REMINDER: KIN Midterm in 2 Weeks</i>	9	10
11	12 <i>Thanksgiving</i>	13	14 <i>ENGL Assignment 1 Due</i>	15	16	17
18	19 <i>PSYC Exam 2</i>	20 <i>BISC Midterm 1</i>	21	22 <i>KIN Midterm</i>	23	24 <i>AWAY - Victoria</i>
25 <i>AWAY - Victoria</i>	26 <i>AWAY - Victoria</i>	27	28	29 <i>REMINDER: KIN Term Paper Due in 3 Weeks</i>	30 <i>REMINDER: BISC Lab Midterm in 2 Weeks</i>	31

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 <i>REMINDER: BISC Midterm 2 in 2 Weeks</i>	4 <i>REMINDER: ENGL Assignment 2 Due in 3 Weeks</i>	5	6	7
8	9 <i>REMINDER: PSYC Exam 3 in 2 Weeks</i>	10	11 <i>Remembrance Day</i>	12	13 <i>BISC Lab Midterm</i>	14
15	16 <i>BISC Midterm 2</i>	17	18	19 <i>KIN Term Paper Due</i>	20 <i>REMINDER: BISC Lab Final in 2 Weeks</i>	21
22	23 <i>PSYC Exam 3</i>	24	25 <i>ENGL Assignment 2 Due</i>	26 <i>REMINDER: KIN Final Exam in 2 Weeks</i>	27	28 <i>REMINDER: BISC Final Exam in 2 Weeks</i>
29	30 <i>REMINDER: PSYC Exam 4 in 2 Weeks</i>					

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <i>REMINDER: ENGL Final Exam in 2 Weeks</i>	2	3	4 <i>BISC Lab Final</i>	5
6	7 <i>Last day of classes!</i>	8	9	10 <i>KIN Final Exam</i>	11	12 <i>BISC Final Exam</i>
13	14 <i>PSYC Exam 4</i>	15	16 <i>ENGL Final Exam</i>	17	18 <i>Flight home for Christmas!</i>	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ❖ Write in all your assignments/exams
- ❖ Good way to track deadlines
- ❖ Your Term Schedule aligned with your Syllabi will be your GO TO!

Daily Schedule

- ❖ Write your goals for the day
- ❖ Write the tasks and assignments you need to do
 - High Priority/Low Priority
 - Cross off the items you have completed
- ❖ Make sure to add any uncompleted items to the following day

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

• DAILY PLANNER •

To Do

Goals

Notes

Reflection

If you had \$86,400 in the bank today and you are able to spend them anyway you can by the end of the day, how would you spend it?

If you don't use it all by the end of the day, you will lose it!

Remember:

You have 86,400 seconds in a day

How will you use them?

Thank you from the
Engineering Student Success Center

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