



Academic Success Requires Time!

SET Cohort 2023

Dr. Pamela B. Trotter
Psychology
January 2024

What Strategy Should I Choose?



A word cloud containing the following terms: caring, higherorderthinking, communitybuilding, enjoyment, connections, differentiatedinstruction, transitiontocollege, multimodalinstruction, inclusiveness, and contextualization. The words are arranged in a roughly triangular shape, with 'caring' at the top and 'contextualization' at the bottom.

- Upon reflecting on the conceptual tags I realized that I use a variety of strategies in my classes. But would a new strategy really address the main concern I have?

A Common Problem: Last Minute Effort!

“Hey Professor, I have a question...?”



- Questions raised days/hours before a deadline indicate that students were not aware of the assignment.
- Key elements that are not necessarily difficult are missing or not adequately addressed.
- Assignments are not submitted at all.

Do You Have Time for Success?

In “GRIT: The Power of Passion and Perseverance” Angela Duckworth says, “Effort Counts Twice”

Talent x effort = Skill

Skill x effort = Achievement

In “Teach Students How to Learn,” Sandra and Stephanie McGuire

discuss what I believe to be a major factor that all students must contend with, their schedules.

- *Students have so much of their time tied up with jobs, family obligations, extracurricular activities, and other distractions that they do not set aside proper time for college classes.*



Strategy – Time Management Assignment

- ✓ I prepared three items
 1. Time management document
 2. Semester calendar
 3. Weekly calendar

- ✓ I led a discussion on time management during the 2nd class meeting.

- ✓ Students submitted a semester and a weekly calendar at the beginning of the semester. These were graded but low stakes assignments to ensure participation.

- ✓ Students were encouraged to complete a weekly calendar throughout the semester.

- ✓ I surveyed students for feedback immediately following the assignment and at midterm.

Time Management Assignment

In the book, *Teach Students How to Learn*, Sandra and Stephanie McGuire (2015) discuss what they believe to be a major factor that all students must contend with, their schedule. Students have so much of their time tied up with jobs, family obligations, extracurricular activities, and other distractions that they do not set aside proper time for college classes. In this class, we will use their suggestions to help you manage your time. Here is an excerpt from their book.

Implementing effective learning strategies requires that students invest the necessary time. Because many students these days spend excessive time on unproductive activities, like social media and gaming, simple time management strategies can help them use their time optimally. Even students without an Instagram addiction often need guidance regarding time management because their high school experience has taught them that they only need 6-10 hours a week to do well in all of their classes. Students are used to loading up their schedules with extra-curricular activities like sports, student government, performing opportunities, and community service. Because college classes move at a faster pace and require more intellectual independence, these students often fall behind and perform poorly on their first college tests.

- Time Management Tip 1: Keep A Semester Calendar Showing Major Events*
- Time Management Tip 2: Keep a Weekly Calendar with All Scheduled Activities*
- Time Management Tip 3: Learn to Say you Have an Appointment*
- Time Management Tip 4: Start Homework Assignments as Soon as They Are Given*
- Time Management Tip 5: Prioritize According to Your Needs and Wants*

Students will receive and complete a semester calendar and a weekly calendar to **submit as a graded assignment (class activity)**. These documents are intended to be used by students to stay on track with this course. The goal is to make sure students are aware of the requirements for this course and plan accordingly to meet the course requirements by the scheduled deadlines. Additionally, students are expected to record their assignments in all of their classes and other major events on their semester calendar so that there is a clear picture of what is ahead of them this term.

On their weekly calendars they should plan out their entire day including time for chores and rest. Study time should also be scheduled. How much time should you study? There is a recommended ratio of 1:2 by some and 1:3 by others. What does this mean? It is recommended that you study outside of class two to three hours for each credit you take. If you are taking a full load of 12-15 credit hours, there should be sufficient time set aside to read, complete assignments, and study.

Review the following sample calendars to guide you in setting up your semester and weekly calendars.

August 2023

Figure 10.1 Section of a Semester-at-a-Glance Calendar

Week	MON	TUE	WED	THU	FRI	SAT	SUN
...
Week 3		Calculus quiz	Lit. presentation		Figure drawing project	Parents' 40th anniv!!!	Parents' 40th anniv!!!
Week 4	Physics exam			German exam		Billy's concert	
Week 5	Calculus exam			Lit. quiz			
Week 6		Physics quiz			German quiz	NYC!!	NYC!!
...

Figure 10.2 Week-at-a-Glance Calendar

Hour	MON	TUE	WED	THU	FRI	SAT	SUN
7-8 a.m.	Breakfast	Gym	Breakfast	Sleep	Gym	Sleep	Sleep
8-9 a.m.	ISS French	Gym	Groceries	Breakfast	Gym	Sleep	Sleep
9-10 a.m.		Breakfast	Stat review	ISS GM	Breakfast	ISS French	Breakfast
10-11 a.m.	Statistics		Statistics	ISS French	Statistics		
11 a.m.-12 p.m.	Stat review Econ preview	French preview	Stat review Econ preview	French preview	Stat review	ISS Stat	Stud. Gov't
12-1 p.m.	Lunch	French	Lunch	French	Lunch	ISS Econ	Stud. Gov't
1-2 p.m.	ISS Stat	French	ISS GM	French	ISS Econ	Lunch	Stud. Gov't
2-3 p.m.	ISS Stat	French review, ISS	ISS Econ	French review/ lunch	ISS Econ	Lunch	
3-4 p.m.	Economics	Lunch	Economics	Lunch	Economics	ISS GM	ISS Econ
4-6 p.m.	Econ review	ISS GM	Dinner	ISS GM	Dinner	Ruler	ISS Stat
5-6 p.m.	Dinner	Global Marketing	Dinner	Global Marketing	Dinner	Ruler	Dinner
6-7 p.m.	Dinner	Dinner	ISS French	Sock	Friends & Family	Hangout	Dinner
7-8 p.m.	ISS Econ	Dinner	ISS Stat	Soccer	Friends & Family	Hangout	Movie
8-9 p.m.	ISS GM	ISS French	ISS GM	Soccer	ISS French	Hangout	Movie
9-10 p.m.	Friends & Family	ISS Stat	Friends & Family	Dinner	ISS GM	Hangout	Movie
10-11 p.m.	Laundry	Friends & Family	Wind down	Dinner	Wind down	Hangout	Wind down
11 p.m.-12 a.m.	Wind down	Wind down	Wind down	Wind down	Wind down	Hangout	Wind down

Econ = Economics, GM = Global Marketing, ISS = Intense Study Session, Stat = Statistics

McGuire, S. & McGuire, S. (2015). *Teach students how to learn: Strategies you can incorporate into any course to improve student metacognition, study skills, and motivation*. Stylus Publishing.

August 2023

Trotter Time Management Assignment: Use this semester calendar to track major events and assignments for all classes. Fill in this calendar and submit to your instructor by the required deadline.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 8/28-9/3							
2 9/4-9/10							
3 9/11-9/17							
4 9/18-9/24							
5 9/25-10/1							
6 10/2-10/8							
7 10/9-10/15							
8 10/16-10/22							
9 10/23-10/29							

Trotter Time Management Assignment: Use this weekly calendar to schedule time for classes, work, errands, study time, rest, etc. Fill in this calendar and submit to your instructor by the required deadline

Time	Monday Date: _____	Tuesday Date: _____	Wednesday Date: _____	Thursday Date: _____	Friday Date: _____	Saturday Date: _____	Sunday Date: _____
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00AM							
11:00AM							
12:00PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00PM							
11:00PM							
12:00AM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							

Student Feedback on Time Management Assignment

- *It gave me a good template to help me manage my time better.*
- *I wish I had this when I was a freshman.*
- *This assignment was really helpful and I think it should be a recurring assignment for future classes.*
- *It was really helpful! It helped me know what I have when like exams that I wouldn't have really known until the professor said something.*
- *I enjoyed this activity. I have always done the semester look for myself before but I think it was helpful to see the weekly schedule as well to see how I am spending my time.*
- *This activity was helpful for putting things in perspective.*

Student Feedback on Time Management Assignment

- **Did you have to make any adjustments after completing this activity?**
 - Yes 73.33%
 - No 26.67%
- **Have you referred back to the semester calendar you prepared at the beginning of the class?**
 - Yes 63.64%
 - No 36.36%

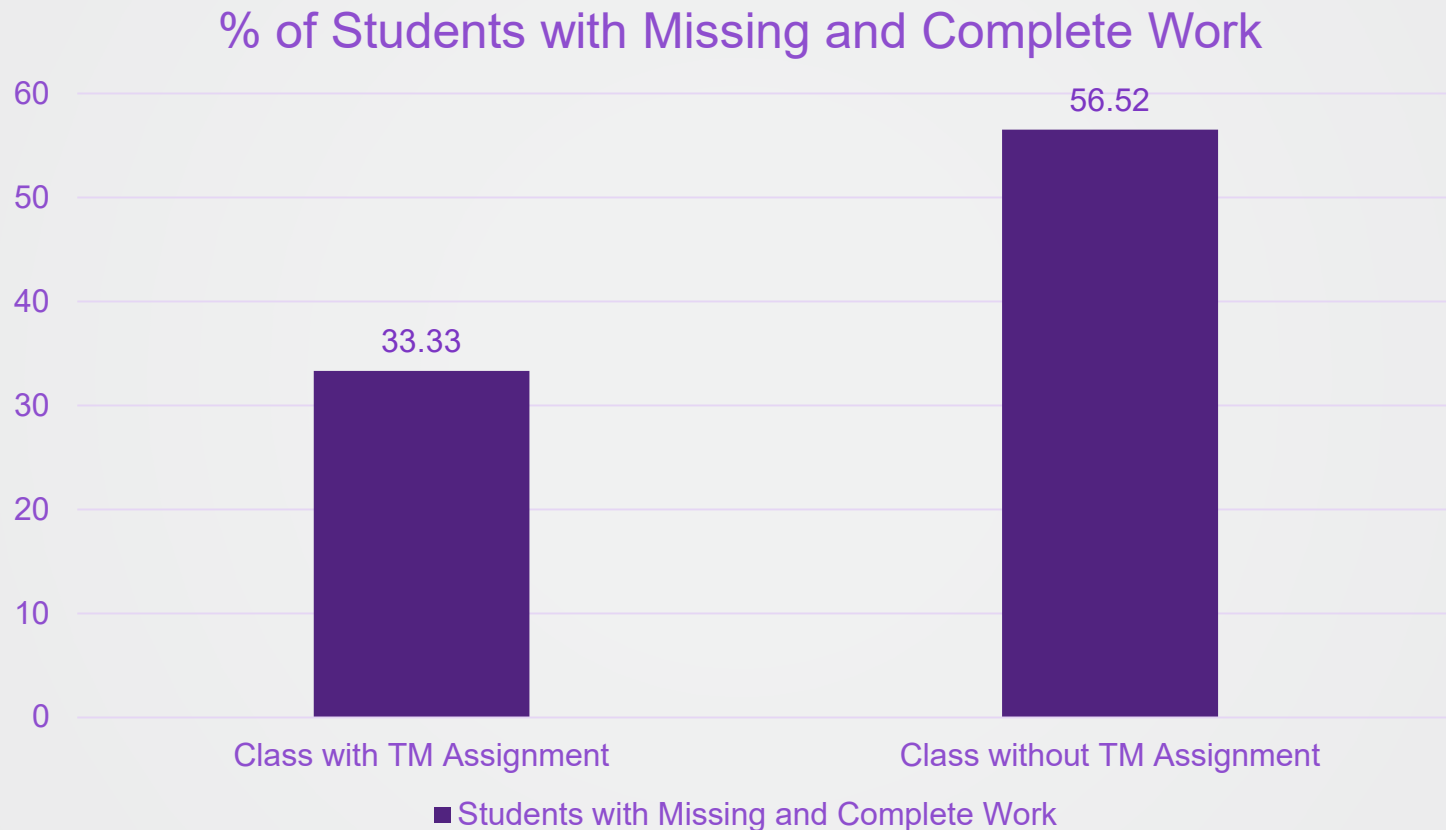
Observations

- After students completed the first weekly schedule, they requested to use their smartphones instead of the paper calendar.
- My original plan to have them complete a weekly calendar would probably go better with a PSYC 100 class. The class I selected was filled with 2nd year students.

Data Collection & Analysis

- I counted the number of students who had missing and incomplete assignments that led to a 0, D, or F on the writing assignments in my two PSYC 203 classes.
- One class had the time management assignment and the other did not.

Outcomes of the Time Management Assignment



References

- Duckworth, A. (2017). *GRIT: The Power of passion and perseverance*. Scribner.
- McGuire, S & McGuire, S (2015). *Teach students how to learn: strategies you can incorporate into any course to improve student metacognition, study skills, and motivation*. Stylus Publishing.

MC MONTGOMERY
COLLEGE