

Time Management: Weekly Task Sheet

Daily Task Sheet for the Week of: _____

SUNDAY

| Course | Activity/Task | Due Date | Time Est. |
|--------|---------------|----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

MONDAY

| Course | Activity/Task | Due Date | Time Est. |
|--------|---------------|----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

TUESDAY

| Course | Activity/Task | Due Date | Time Est. |
|--------|---------------|----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

***Midweek check:** As you approach the middle of the week, evaluate what tasks you have remaining above versus those you planned to complete during the second half of the week. Which tasks are more urgent/higher priority?

Weekly To-Do List with 'The ABC Method'

First, go ahead and do a mind-dump of EVERYTHING you need to do:

| | |
|---|--|
| <p>This week, I need to...</p> | |
|---|--|

Now, you are going to pull from the above 'mind-dump' inventory and place them into the appropriate boxes below. We're going to apply the ABC Method to a Weekly To-Do List. Each task you have on your to-do list will have different priorities: A, B, or C :

Week of:

"A" items:

"B" items:

"C" items:

HIGH PRIORITY

MEDIUM PRIORITY

LOW PRIORITY

Very important, critical items, with close deadlines or high level of importance to them.

Quite important over time, not as critical as "A" items, but still important to spend time on

Not crucial at this time, low consequences if left undone at this moment.

| | | | |
|------------------|--|--|--|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Sunday | | | |

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|----------|--------|---------|-----------|----------|--------|----------|--------|
| 5:00 am | | | | | | | |
| 6:00 am | | | | | | | |
| 7:00 am | | | | | | | |
| 8:00 am | | | | | | | |
| 9:00 am | | | | | | | |
| 10:00 am | | | | | | | |
| 11:00 am | | | | | | | |
| 12:00 pm | | | | | | | |
| 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 | | | | | | | |
| 10:00 pm | | | | | | | |
| 11:00 pm | | | | | | | |
| 12:00 am | | | | | | | |

Fill out this time management tracker with all of your time commitments during the week. Things to think about: sleep, meals, commuting, class, work, exercise, clubs, events, or any weekly commitment.

Exam Prep: 5 Day Study Plan

When you have a large amount of material to study for a test, commit yourself to about 2 hours per day of very structured study time.

FIRST... GET ORGANIZED:

The 5-Day Study Plan begins with dividing the material you need to study (e.g. chapters in your text and corresponding lecture notes) into 4 equal parts: A, B, C, & D (with “A” being the older material and “D” being the most recently covered material). For example, if chapters 1-8 of your Math text will be on your upcoming test, you can divide them as follows: A= Chapters 1-2, B= Chapters 3-4, C=Chapters 5-6, D=Chapters 7-8.

List your four groups of study materials here:

A: _____

B: _____

C: _____

D: _____

NEXT . . . SELECT PREPARATION AND REVIEW STRATEGIES:

For each of your four groups of study materials (A, B, C, D), you will need to select 2-3 PREPARATION and REVIEW strategies. Take a look at the examples below:

Preparation:

Each day you will prepare ONE section of material to review the following day. Preparing includes tasks such as:

- making flash cards
- taking notes from your text book
- creating a study sheet
- organizing & summarizing class notes
- predicting essay questions & their answers
- predicting multiple choice questions drawing a mind map
- drawing diagrams listing practice problems and/or formula
- reviewing study guides etc.
- collect quizzes and previous tests

Review:

Each day (except for day 1) you will review the material you prepared previous. Reviewing includes tasks such as:

- practicing with flash cards
- reciting main ideas from your notes without looking; writing notes from memory
- quizzing yourself on the predicted essay or multiple choice questions
- re-creating mind maps or diagrams from memory
- completing practice problems and reciting formula from memory
- explaining concepts to study group members or classmates etc.
- review quizzes and previous tests
- reach out to faculty, tutor, or TA with topics you don't understand

CREATE YOUR 5-DAY STUDY PLAN

Select 2-3 PREPARATION and REVIEW strategies for each of your four groups of study materials, and list them in your 5-day study plan chart. Make sure that your review strategies complement your preparation strategies. Ex: PREPARE strategies: create outline, make flashcards. REVIEW strategies: review flashcards, self-quiz on outline. Then, follow the plan, noting the rotation of the different groups of materials (A, B, C, D) and how much time is spent on each one.

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|---|---|--|---|--|
| Prepare Part A: 2hrs | Prepare Part B: 2hrs Review Part A: 30 min. | Prepare Part C: 1.5hrs Review Part B: 30 min. Review Part A: 15 min. | Prepare Part D: 1 hr Review Part C: 30 min Review Part B: 15 min Review Part A: 15 min | Review Part D: 25 min Review Part C: 15 min Review Part B: 10 min Review Part A: 10 min Self-test on A,B,C,D: 1 hr |
| TOTAL: 2 hrs | TOTAL: 2.5 hrs | TOTAL: 2 hr, 15 min | TOTAL: ~ 2 hrs | TOTAL: ~ 2 hrs |
| Prepare: Review: | Prepare: Review: | Prepare: Review: | Prepare: Review: | Prepare: Review: |

Cornell Note-Taking Method

Create class notes that will actually be useful for you come study time! Be sure to follow the steps in order. For more on how to use this method, refer to the next page!

(STEP 2) RECALL COLUMN

Use this side to:

- (a) **Identify places to revisit**, gaps where you need clarification or questions you have from the lecture.
- (b) **Write down any questions you might have.** This way you can remember to ask your TA, classmate, or professor ASAP.
- (c) **Create questions** to study from based on note-taking column.
TIP: Writing questions helps to clarify meaning, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.
- (d) **Write down keywords**
- (e) **Make connections** to other material either from your experience or from the textbook.
- (f) **Reduce ideas and facts** to concise summaries and important topics.

(STEP 1) NOTE-TAKING COLUMN

1. Format: Before class, re-create the Cornell Note-Taking paper format like this example.

OR....

(You could split your page into sections 1 and 2 and then save the Step 3 Summary box until the very end of your lecture notes!)

2. Record: During the lecture, use the note taking column to record the lecture as you would normally.

(BONUS): How To Study From Notes

(See *Reading & Note-Taking Combination Study Strategy* handout on the next page, to learn how you could use these notes to study from)

(STEP 3) SUMMARY

After class, use this space at the bottom of each page to summarize the notes on that page. By summarizing your notes in your own words, it is going to show you that you have a good understanding of the content.

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------|--------|--------------------------|---------|-------------------|----------|--------|----------|
| 1 | Jan-6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 2 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 3 | 20 | 21 University Holiday | 22 | 23 | 24 | 25 | 26 |
| 4 | 27 | 28 | 29 | 30 | 31 | Feb-1 | 2 |
| 5 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 6 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 7 | 17 | 18 University Holiday | 19 | 20 | 21 | 22 | 23 |
| 8 | 24 | 25 | 26 | 27 | 28 | Mar-1 | 2 |
| 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 Spring Break | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 11 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 12 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 13 | 31 | Apr-1 | 2 | 3 | 4 | 5 | 6 |
| 14 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 16 Finals Week | 21 | 22 | 23 | 24 Reading Day | 25 | 26 | 27 |
| 17 Finals Week | 28 | 29 | 30 | 31 | May-1 | 2 | 3 |

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Key Dates: 1/7: First day of semester 1/11: Last day to add without a permission code 1/18: Last day to add/drop 3/8: Last day to withdraw from classes 4/24: Reading day Starting 4/25: Finals week

Adapted from: Iowa State University, Academic Success Center