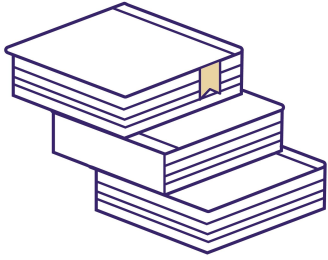


# Motivation and Successful Time-Management at the UW For Online Courses

## Academic Support Programs

Put in the chat your favorite thing  
you did over spring break?

# What is ASP?



ACADEMIC SUPPORT PROGRAMS

**ACADEMIC  
SUCCESS COACH**

- CLUE and Success Coaching
- Holistic approach to learning
- Support students from all majors/years

# Research Findings

## Successful online students

- Self-motivated
- Independent self-directed learners
- Study environment conducive to learning
- Good time management skills
- Ability to communicate effectively
- Proficient with technology



As coaches, we work to support students in developing these key strengths for success





# Successful Time-Management and Motivation at the UW

# Workshop Overview

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- > Virtual workspace
- > Time management goals and strategies
- > Time awareness
- > Estimating necessary study hours
- > Proactive planning
- > Maintaining motivation online
- > Q&A



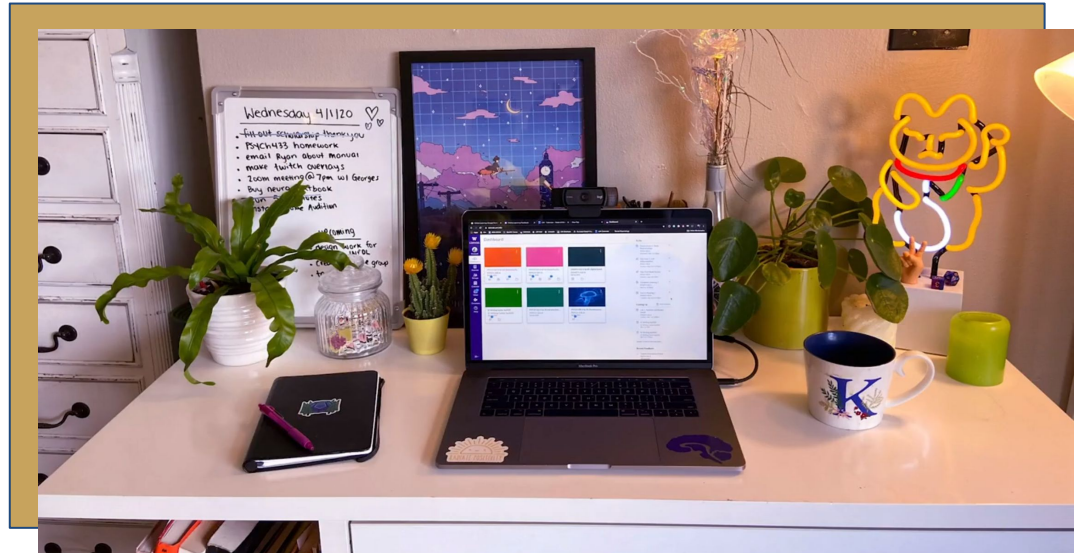
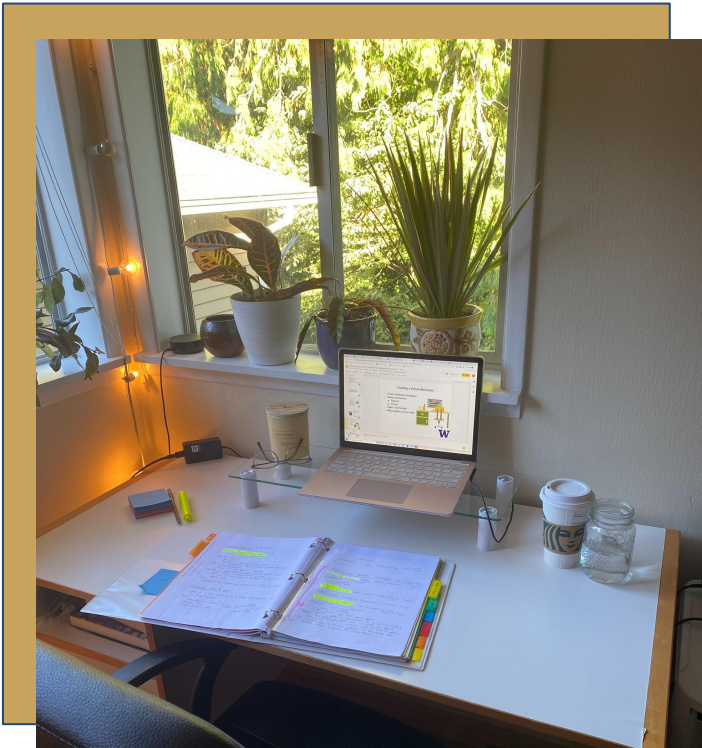
# Creating a Virtual Workspace

- **Create a dedicated, tidy workspace**
- **Reduce distractions**
  - **Physical**
  - **Virtual**
- **Make it comfortable**
  - **But not too comfortable - separate work and play!**
- **Keep your phone turned off and in a separate room when you are studying**
- **What supplies do you need?**



# Put in the chat some of your workspace necessities!

- water, snacks, chargers, etc.!



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# Time Management

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## In the chat:

- What is your definition of time management?

## Cambridge Dictionary definition:

“the practice of using the time that you have available in a useful and effective way”

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# WHY CAN TIME MANAGEMENT BE CHALLENGING?

- > High school schedule (illusion of free time)
- > College lacks the same structure
- > Too many distractions (all the amazing things to do at college!) and difficulty prioritizing
- > Challenges with procrastination



*The challenge for most individuals is not lack of time but efficient time-management.*

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# Mindset for Time Management

- **Parkinson's Law: work expands to fill the time available to it**
  - This is why we procrastinate!
  
- **Goal: Set reasonable “deadlines” for tasks so that your work doesn't “expand” past the necessary amount of time!**



# Tips for Time Management

- **With that goal in mind, here are our favorite time management tips!**
- **Set “soft” deadlines for yourself (to-do list, calendar, etc.)**
- **Pomodoro method**
- **Finding good “break points”**
- **“Batching”**

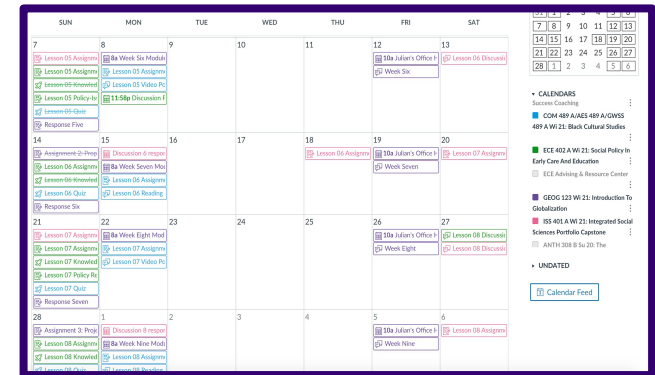


# Utilizing Technology for Time Management

- Online calendars
  - Google calendar
  - Apple calendar
  - Outlook calendar
  - Canvas calendar



- To-do list apps
  - ToDoist
- Timers
  - Pomodoro timers
  - Flow



- Most importantly, don't let yourself get distracted by tech!
  - Keep phone off in a separate room
  - Turn off notifications on your laptop



# Things to Remember about Time Management

- **Take care of yourself - you are not a machine!**
  - **A balanced schedule prevents burnout**
- **Make time for friends/family**
  - **Try to plan these out ahead of time**
- **These are just our tips and what has worked for us!**
  - **Play around with the different tips and find something that you feel comfortable with**



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## **Productive time vs wasted time**

**One study found students spend more time texting (14.35 hours per week on average) than attending courses (12.35 hours), studying for courses (11.91 hours) or working (13.27 hours).**



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**Time awareness:  
Complete a 24 hour time  
audit**



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24 Hour Time Audit	
Time	Activity
5:00 am - 5:30 am	
5:30 - 6:00	
6:00 - 6:30	
6:30 - 7:00	
7:00 - 7:30	
7:30 - 8:00	
8:00 - 8:30	
8:30 - 9:00	
9:00 - 9:30	
9:30 - 10:00	
10:00 - 10:30	
10:30 - 11:00	
11:00 - 11:30	
11:30 - 12:00	
12:00 pm - 12:30 pm	
12:30 - 1:00	
1:00 - 1:30	
1:30 - 2:00	
2:00 - 2:30	
2:30 - 3:00	
3:00 - 3:30	
3:30 - 4:00	
4:00 - 4:30	
4:30 - 5:00	
5:00 - 5:30	
5:30 - 6:00	
6:00 - 6:30	
6:30 - 7:00	
7:00 - 7:30	
7:30 - 8:00	
8:00 - 8:30	

> **Pick a busy day during the week and track your activities**

- > **Things to note:**
- Waking up
  - Eating
  - Commuting
  - Class
  - Study
  - Social Media
  - Relaxation time





## Time Audit Reflection

**By analyzing the way I spent my time on this day, I discovered that...**



**I want to spend more time on...**

**I want to spend less time on... (consider time-wasters, such as *excessive* social network use, watching shows, hanging out/socializing, gaming, etc).**

**I was surprised that I spent so much time on...**

**I was surprised that I spent so little time on...**

**Here are three things that I would like to change about the way I spend my time:**

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# Breakout Rooms!

**What are your 3 biggest time commitments? How do you balance them?**

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**Estimate Study Hours**  
**How many hours do you typically study per week for your classes?**

# HOW MUCH TIME SHOULD I BE STUDYING?

Being a student should be treated like a full-time job!

## Estimating Weekly Study Hours

Guide		Course difficulty is influenced by your background in the subject as well as personal skills and strengths. Use the course difficulty guide and multiply class difficulty by study hours to find a rough estimate of how many hours you should be studying a week.				
Course Difficulty	Study Hours	Example Schedule		multiply		Needed study hours per week
high	3	Courses	Difficulty Level (high, med, or low)	hours in class/week	study hours based on difficulty	
medium	2	PHYS 220	high	5	X 3	15
low	1	BIO 317	med	5	X 2	10
n/a (seminars, etc.)	0	PSYCH101	low	5	X 1	5
		Psych Seminar	n/a	1	X 0	0
					Total study hours per week	<b>30</b>

## Your Schedule

Guide		Courses	Difficulty Level (high, med, or low)	hours in class/week	study hours based on difficulty	Needed study hours per week
Course Difficulty	Study Hours					
high	3					
medium	2					
low	1					
n/a (seminars, etc.)	0					
					Total study hours per week	





## Pro-Active Planning

**-Never again be surprised by a deadline, missed appointment or meeting!**

**-Know what to expect and write it down**

# Embrace the quarterly calendar!

Map your entire quarter with key dates (due dates, quizzes, projects, midterms) - We provide one quarterly

QUARTERLY ACADEMIC ASSIGNMENT CALENDAR:  
SPRING QUARTER 2021

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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1 3/28 - 4/3	3/28	3/29 <b>Spring Quarter Begins</b>	3/30	3/31	4/1	4/2	4/3
Week 2 4/4 - 4/10	4/4	4/5	4/6	4/7	4/8	4/9	4/10
Week 3 4/11 - 4/17	4/11	4/12	4/13	4/14	4/15	4/16	4/17
Week 4 4/18 - 4/24	4/18	4/19	4/20	4/21	4/22	4/23	4/24



# Embrace the quarterly calendar!

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**When you receive each class syllabus, mark out:**

- Final Exam
- Midterm Exams
- One-time assignments/due-dates

**Color-code your events! I like bright red for exams or important events :)**

**If using an electronic calendar, you can also mark out:**

- Class times (use “repeated event” feature)
- Professor/TA Office Hour times (separate calendar)
- Import Canvas Calendar

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# Electronic Examples with Zoom Links Included

**Bio 462**  
Thursday, April 23 · 9:30 – 10:30am  
Weekly on weekdays, until May 3, 2020

**Join Hangouts**  
Put your Zoom Links  
Here: <https://washington.zoom.us/j/95831461286?status=success>

**Classes**  
Created by: Georges Motchoffo Simo

Event	Time
Friends/ or Zoom Parties	10:00pm
Bio 462	9:30 – 10:30am
Read Bio Chapter	10:30 – 11:30am
Lunch + Review Physics Hwk	11:30am – 12:30pm
Physics 214	1 – 3pm
Study Group on Ode	3 – 4:30pm
Astr 109	4:30 – 6pm
Dinner and Relax	6:30 – 8:30pm
Make Flash Cards and Study Bio	8:30 – 9:30pm
Work	5 – 9pm
Finish Physics Homework	9 – 10:30pm
Bio 462	9:30 – 10:30am
Finish and Turn in Online Bio Quiz	10:30am – 12:30pm
Run at the IMA	12:30 – 1:30pm
Study Physics	2 – 4:30pm
Work	5 – 9pm
Astr Homework	9 – 10pm
Video Games	10 – 11pm
Bio 462	9:30 – 10:30am
Review Physics Notes	10:30am – 12pm
Look at Physics Practice Exam	12 – 1pm
Physics 214 EXAM!!!!	1 – 3pm
Bubble Tea With Friends	3:30 – 5pm
Relax or Hang Out	5 – 9pm
Read Bio Chapter	9 – 10pm
Astr Homework	9:30 – 10:30am
Work	11am – 3:30pm
Bio Worksheet +	4 – 6pm
Dinner with Room	6:30 – 8pm
Read Physics + N	8 – 9:30pm
Make Weekly Sch	9:30 – 10:30pm



# Create a weekly study/life schedule

Once you have a sense of weekly study hours....

Please Block Out Any Concrete Time Commitments You Have This Quarter  
i.e., work, class, practice, family commitments, commuting

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM	HIKE						
9:30 AM	W/ FRGND						
10:00 AM		BIO 462	BIO 462	BIO 462	BIO 462	look over PHYS practice	
10:30 AM		Read BIO chapter	ASTRO HW	coffee w/ michael	finish + turn in ONLINE BIO	BIO 462	ASTRO HW
11:00 AM		lunch + review		PHYS practice	QUIZ	review PHYS notes	
11:30 AM		PHYS homework	PHYS study	exam + o's	RUN @ IMA	PHYSICS 214	WORK
12:00 PM	PHYS HW + study book		group in Hub		walk home	PHYSICS 214	
1:00 PM		PHYSICS 214	bring practice o's	PHYSICS 214	STUDY	EXAM	
2:00 PM							
2:30 PM					PHYSICS		
3:00 PM	ASTRO HW + READ CH.	study group in oad	study bio w/ Anna + donuts	read astro book + answer practice o's		Bubble tea w/ PHYS friends	BIO worksheet + notes
4:00 PM	walk to grocery store	ASTR 109	WORK	ASTR 109	WORK	RELAX	
5:00 PM	Read BIO HW	walk home		create PHYS questions		OR HANG	PINNER w/ ROOMMATES
6:00 PM	DINNER	DINNER		PHYS CLUE TUTORING		OUT	Read PHYS book +
7:00 PM		RELAX					take notes
8:00 PM	BIO work sheet + notes	make flashcard + study BIO		walk home			Make new weekly sched
8:30 PM			FINISH PHYS HW	BIO HW	ASTR HW	Read BIO CH.	
9:00 PM				video games	BED EARLY		
10:00 PM							

NAME: \_\_\_\_\_

KEY:  
 • classes • exams/quiz  
 • study • social time/exercise  
 • work

-Develop a weekly study schedule: Write down when you will study, where you will study and what you will plan to do during study time.

-Assess and adjust as needed

> Note: Don't forget to plan for leisure time, exercise, and adequate sleep



# Mindset for Motivation

- **We are motivated by completion/progress!**
  - Finishing a textbook chapter, making your bed in the morning, completing a worksheet...etc.
- **Motivation is not something you just need to “find from within”!**
  - Plan your schedule/studying with this idea of motivation in mind
- **Goal: find ways to acknowledge and build off of small “successes” throughout the days, weeks, and months of the quarter**



# Quick Tips for Motivation



- **See this quarter as an opportunity to learn and develop important skills**
- **Establish Reasonable Goals**
- **Study Groups**
- **Create Regular Daily Routines**
- **Reward yourself**
- **Take breaks, go outside**
- **Get started with one small task**



# Success Workshops

<b>Title</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Study Smart: Effective Study Strategies & Virtual Study Time	Tuesday April 20th	6:30-8:30pm	Zoom
Self-Care and Building Community in an Online Environment & Virtual Study Time	Thursday May 6th	6:30-8:30pm	Zoom
Finals Exam Prep & Test Anxiety	Tuesday May 18th	7:00-8:00pm	Zoom
ASP Graduate Student Panel	Thursday June 3rd	6:30pm-7:30pm	Zoom



# Questions?

Our Email address is  
[aspcoach@uw.edu](mailto:aspcoach@uw.edu)