



# Intro to Time Management

## Before we begin.

- Now would be a good time to take out a pen and paper in case you would like to take any notes during this presentation.
- Please be sure to write down any questions that you may have and text them to **313 451 3288**
- This presentation will be made available at <https://www.detroitcan.org/seniors>

# One more thing.

- Please disable your cameras and mute your microphones.

# About me.

- I was born and raised in Detroit, MI.
- I graduated from Detroit School of Arts High School and then went on to college and earned two bachelor's degrees.
- I earned one degree in Anthropology and the other in African American Studies.
- For two years I worked in Lansing, MI as a College Adviser with high school students.
- I am currently working for the Detroit Regional Chamber as a College Adviser.

# Time Management in College



College is a new experience for all incoming freshmen.

This presentation is meant to introduce time management skills, study skills, and emphasize the importance of rest and self-care.

In this presentation we will learn:

- The importance of *priorities*.
- How to *read* and use your *class syllabus* to help you *manage* your workload.
- The importance of *rest*.
- How to conquer *tests* and *term papers*.

THE BAD NEWS IS  
**TIME FLIES**

the  
**GOOD NEWS**  
is

YOU'RE THE  
**PILOT**

# The importance of priorities.

- *Prioritize -determine the order for dealing with (a series of items or tasks) according to their relative importance*
- When you go to college you will have responsibilities.
- Prioritizing those responsibilities helps to cope with the transition from high school to college.
- It also helps you to avoid the harmful stress that may come with adjusting to a new environment and phase in your life.
- *Set goals!*

# Setting goals.

- *It helps to write your goals down and keep them in mind as you go about your day. Of course don't let your goals hinder you from taking a rest and having fun.*
- Instead, keep your goals in the forefront of your mind as you're studying, attending class regularly, and getting up in the morning to work and get to class. Keeping your goals in the forefront this way helps you to understand that the work that you do consistently brings you closer to achieving your goals.
- Do the index card report card.

# How to prioritize continued.

- The typical college student will have anywhere from 3-4 classes per semester.
- You may have a full-time or part-time job.
- You may still live at home with family.
- You may be a parent that is juggling school and raising children or may be a caregiver of children and/or other family members.
- You may be a person that likes to be social and spend time with friends.
- You may have hobbies that you don't want to give up.

# Priorities

- It is possible to manage all the important elements of your life.
- What you must do is decide which things are most important to you.
- If you will be beginning college in the Fall, doing well in school should be one of your first priorities.
- That means that you should be in the mindset that doing well in your classes is important.
- The way that you do well in your college courses is by:
  - attending class regularly
  - taking good notes
  - asking your professor questions
  - studying and reading for class as needed

# How to take good notes

- When you are in class you should write down any information that you learn that is *new* to you.
- You may have helpful and down to earth professors that will tell you what information you may want to pay attention to and what will be on a test.
- Most professors have powerpoint slides/presentations ready for class. This will help you be able to visualize and listen to the information that is most important.

# How to take good notes continued.

- Many professors are willing to have powerpoint slides ready for students before class so that they may take notes and be prepared for lecture.
- You should write down *definitions of new words*.
- The *dates of historical events*.
- Themes and topics.
- Let's look at some examples of lecture notes provided by professors

10/24/16

**ANTHRBIO 462**  
Lecture 13. Basics of bone biology

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**Today's agenda**

- Levels of organization of bone (macro- to microstructure)
- Bone strength, growth and repair
- Exercise, puberty and bone strength
- Do athletes keep the benefits?

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**Can think of bone at multiple levels**

- Organs: intramembranous and endochondral bones
- Tissues: cortical and trabecular
- Cells: osteoblasts, osteoclasts, osteocytes
- Subcellular: collagen and hydroxyapatite

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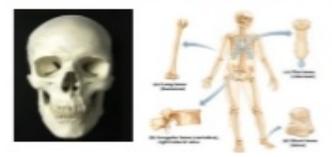
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**Organ: whole bones, system = skeleton**




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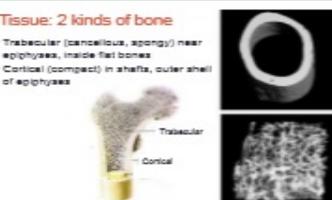
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**Tissue: 2 kinds of bone**

- Trabecular (cancellous, spongy) near epiphyses, inside flat bones
- Cortical (compact) in shafts, outer shell of epiphyses




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**Types of cortical bone**



- Woven (rapid, disorganized)
- Plaqueform (rare in humans)
- Circumferential lamellae (Kiersa)
  - > Periosteal
  - > Endosteal
- Osteons
  - > Primary
  - > Secondary

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# How to study your notes

- How to Study with [Buzzfeed](#)
- Set aside time after class to review your notes.
- Choose **the same days of every week** that you spend at least an hour reviewing your notes for every class.

# How to read and use your class syllabus to manage your workload.

- Every class that you will have in college has a syllabus.
- *A syllabus is a detailed class guide that gives all the information about your class's assignment schedule, grading rubric, testing days, supplies needed for the class, how to contact your professor, and the classroom's location and meeting times/days.*
- *Tip for success: Review each syllabus for every class on every Sunday.*
- Let's look at some REAL examples of classroom syllabi!

# How to conquer term papers.

- FOLLOW the directions that your professor gives you.
- Start your paper early. Talk about your topic and ideas with your professor.
- Use Microsoft word to complete your papers.
- <https://www.microsoft.com/en-us/education/products/office>
- The above link is to download free Microsoft word for students and educators.
- Let your professor, and a trusted friend read over your papers for you.
- YOU ARE SMART!

# Term papers continued

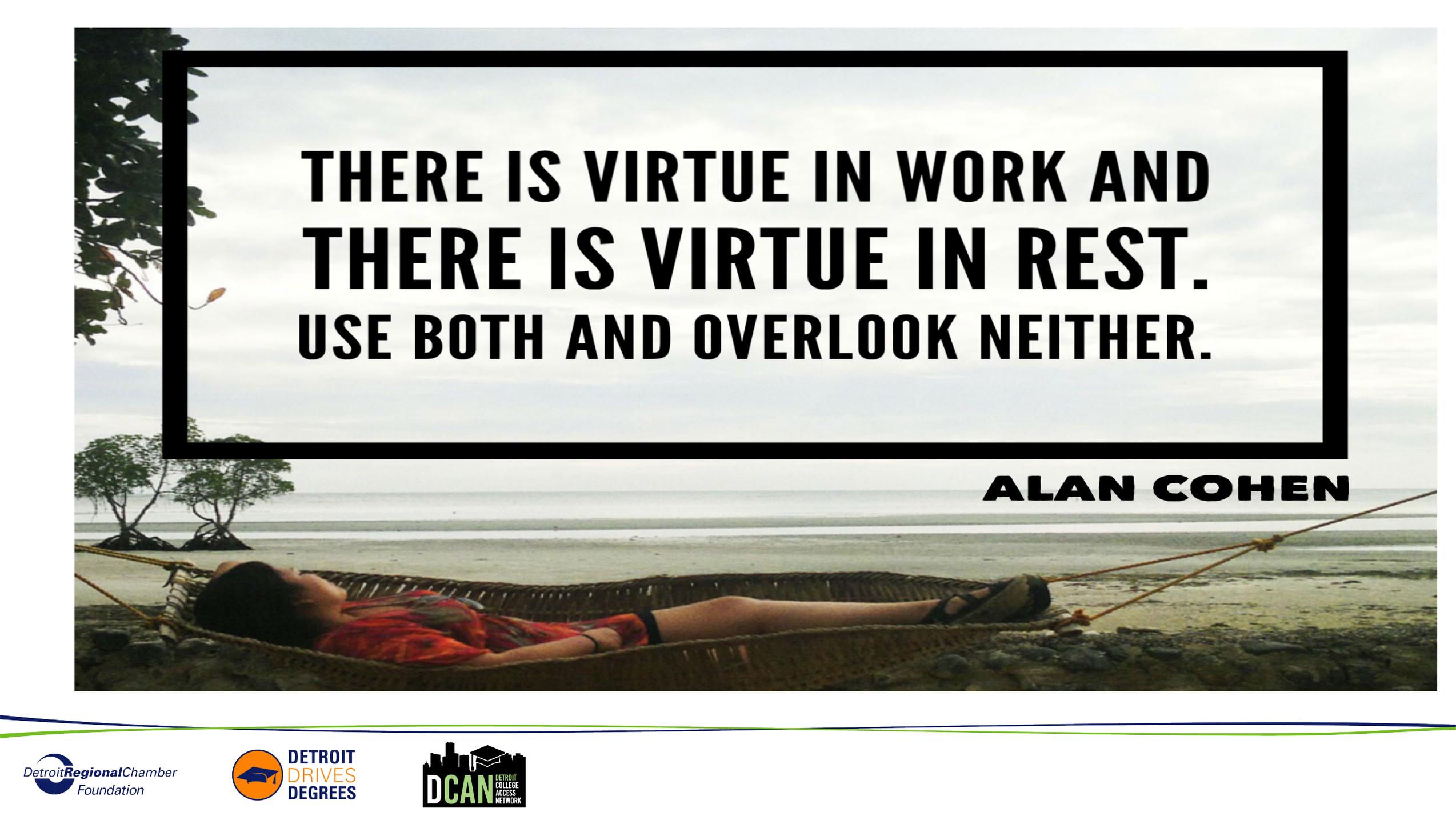
- Let's look at some REAL examples of college term paper assignments!

# How to conquer tests.

- Use the study tips that we mentioned before.
- Most professors offer study sessions in which they or a course assistant will be present to help with any questions or confusion before a big test.
- Make flashcards. Study daily. At least an hour a day for two-weeks leading up to a test.
- [Tips from BuzzFeed](#)
- *Use the study guides that just about ALL professors are willing to provide*

# How to conquer tests continued.

- Let's look at some REAL college study guides!



**THERE IS VIRTUE IN WORK AND  
THERE IS VIRTUE IN REST.  
USE BOTH AND OVERLOOK NEITHER.**

**ALAN COHEN**

# The importance of rest.

- *Burn out -ruin one's health or become completely exhausted through overwork.*
- We must take breaks from work and responsibilities. You should spend time giving your mind and body a break from work and people.
- When we don't let our bodies rest, we make ourselves susceptible to illness, emotional stress, mental breakdowns, and overall unhappiness.
- Nothing is more important than your health and happiness.

# Healthy ways to take a break and practice self-care.

- Go for a walk outside
- Take a nap
- Spend time with friends and family. Call a friend or family member that you haven't spoken to in a while.
- Take yourself out for lunch or dinner
- Take a bath or shower
- Learn a new skill like cooking, drawing, how to apply makeup, videogaming, sewing, doing hair, or growing plants.

# Self-care activities continued

- Watch a favorite movie, or show
- Read a book
- Write/journal
- Volunteer your time/give back to the community
- Meditate/take slow deep breaths
- Have breakfast, lunch, or dinner with friends.

# Review time!

- Establish priorities so that you can manage your responsibilities as a young adult well. Set realistic goals!
- The secret to being successful in EVERY and ANY class is to take good notes. Pay close attention to new facts and ideas that you learn in class and write those down. Also be sure to date all your notes and ask for clarification as needed.
- Study your notes!
- Give your body rest. Keep doing things that are fun to you and develop new hobbies. Volunteering your time to your community is a good place to start.
- Conquer term papers by following grading rubrics and starting early. Pass your tests by studying your notes daily. Be sure to ask your professor or course assistant for help as needed.

# Questions from students!

- How do I find time for self-care now? There is so much going on and I'm stressed.
- I hate writing. How do I learn to like writing so that I can do good in college?
- Professors seem intimidating. How do I approach them?

# Don't forget to schedule a 1-1 Advising Appointment

- Go to

<https://calendly.com/detroitcan/studentadvising>

- Remember that this presentation and others will be made available at

<https://www.detroitcan.org/seniors>

Thank  
You