

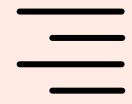
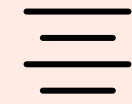
First Year Programming Presents



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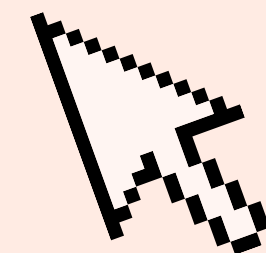
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Life Management

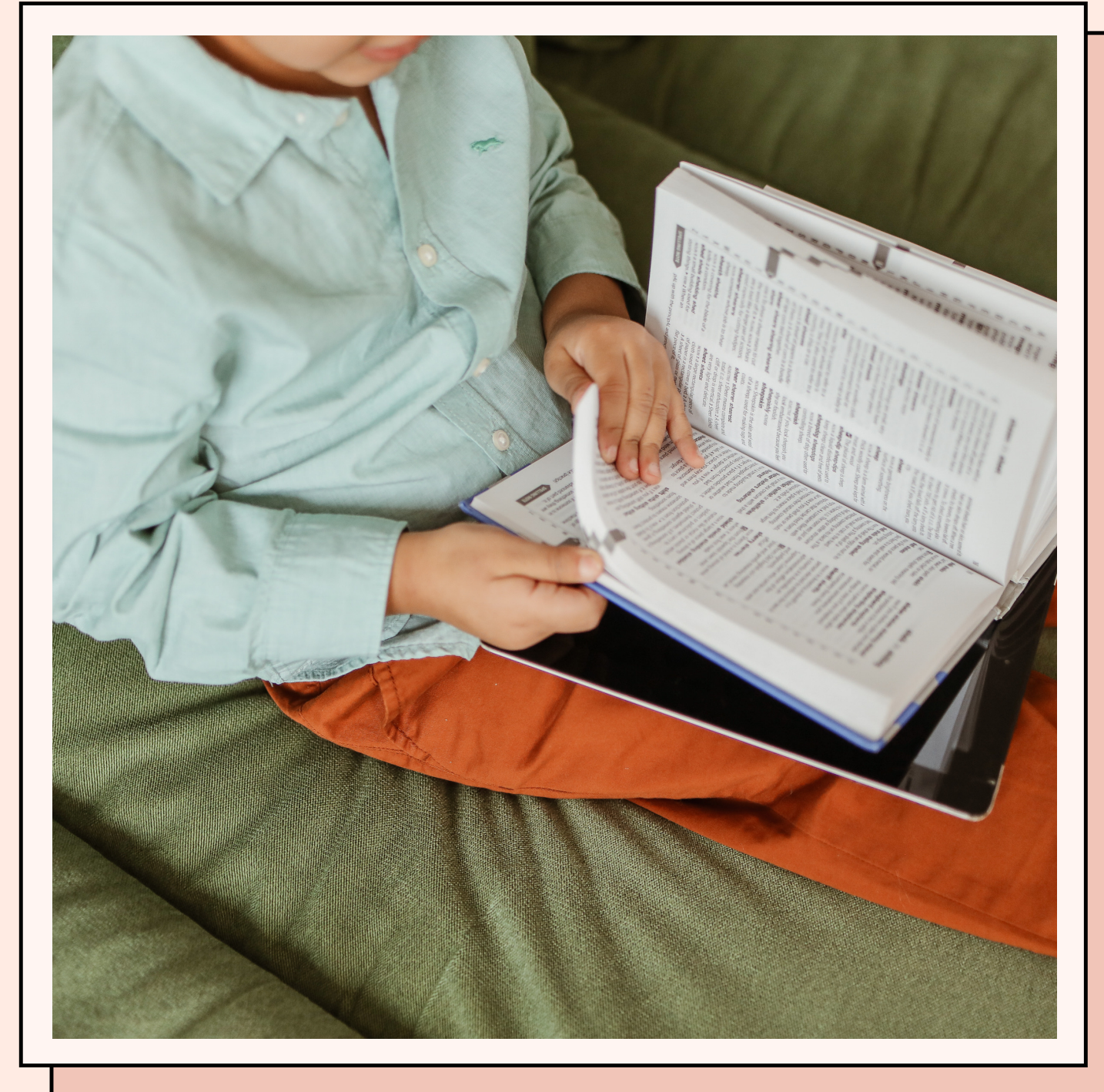
Presented by:

First Year Programming



Review of Materials

- Time Grid
- Life Management Worksheet
- Planner



SELF MANAGEMENT SKILLS

- Stress Management
- Time Management
- Organizational Skills
- Decision Making Skills



Stress Management

- **HALT** - **H**ungry, **A**ngry, **L**onely, **T**ired
 - addressing the necessities of a healthy, balanced life will reduce stress
- **Exercise** - routine physical activity produces endorphins that uplift one's mood
- **Meditation** - although daunting to some, meditation practice can be calming, centering, and allow for time to decompress
 - guided meditations on YouTube and apps such as Insight Timer are a great place to start

TIME GRID

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 am - 7:50am	6:40 am - 7:55 am	7 am - 7:50am	6:40 am - 7:55 am	7 am - 7:50am	9 am - 11:50am
8 am - 8:50 am		8 am - 8:50 am		8 am - 8:50 am	Other:
9am - 9:50 am		8 am - 9:15 am		8 am - 9:15 am	9am - 9:50 am
10 am - 10:50 am	9:30 am - 10:45 am	10 am - 10:50 am	9:30 am - 10:45 am	10 am - 10:50 am	Sunday
11 am - 11:50 am		11 am - 11:50 am		11 am - 11:50 am	9 am - 11:50am
12 pm - 12:50 pm		11 am - 12:15 pm		11 am - 12:15 pm	12 pm - 12:50 pm
1 pm - 1:50 pm	12:30 pm - 1:45 pm	1 pm - 1:50 pm	12:30 pm - 1:45 pm	1 pm - 1:50 pm	Other:
2 pm - 2:50 pm		2 pm - 2:50 pm		2 pm - 2:50 pm	NOTE: M/W/F courses are typically 50-minutes long. T/R courses are typically 1-hour and 15-minutes long. Each evening course typically meets once a week. Weekend course times vary, based on the course. Blended courses may only meet once a week; the remaining sessions are complete
3 pm - 3:50 pm		2 pm - 3:15 pm		2 pm - 3:15 pm	
Other:	Other:	Other:	Other:		
Mon. Evening	Tues. Evening	Wed. Evening	Thurs. Evening	Fri. Evening	
4 pm - 6:50 pm	4 pm - 6:50 pm	4 pm - 6:50 pm	4 pm - 6:50 pm	4 pm - 6:50 pm	
6 pm - 8:50 pm	6 pm - 8:50 pm	6 pm - 8:50 pm	6 pm - 8:50 pm	6 pm - 8:50 pm	
7 pm - 9:50 pm	7 pm - 9:50 pm	7 pm - 9:50 pm	7 pm - 9:50 pm	7 pm - 9:50 pm	

HOW TO USE THE TIME GRID

- Write in class schedule
- Then add in work scheulde or other weekly commitments like appointments, family obligations, sports, etc.
- Cross out commute time to and from campus



study schedule.

08 / 02 / 21

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7AM							
8AM						Economics	
9AM	Economics		Further Maths	Chemistry			
10AM					Business Management		
11AM							
12PM							
1PM		Business Management	French			Further Maths	
2PM	English Literature			English Literature			Chemistry
3PM					CAS		
4PM			English Literature				
5PM		Chemistry				French	Reading
6PM	Reading						
7PM				TOK			
8PM							
9PM							



Life Management Questionnaire

Self Assessment:

Answer "Yes" or "No" to the following questions:

1. ____ Have you estimated how many hours you need to study this semester?
2. ____ Do you tend to complete your assignments on time?
3. ____ Do you begin working on long-term assignments at least one month in advance?
4. ____ Do you make lists of things to do in your head, rather than on paper?
5. ____ Do you participate in social activities even when you should be studying?
6. ____ Do you schedule time to study for exams?
7. ____ Do you find it difficult to focus outside of the classroom?
8. ____ Do you know exactly what tasks you are going to do when you sit down to study?

SELF ASSESSMENT

OPEN THE LIFE MANGEMENT QUESTIONNAIRRE

Begin with the Self Assessment

- Simply answer each question with a "Yes" or "No"
- Total up your points



PRIORITY ASSESSMENT

- You may need a calculator or use your mobile device's calculator for this next worksheet
- Read each line carefully
- Did you exceed 168 hours?

Priority Assessment Worksheet

Self-Assessment Exercise:

Estimate the number of hours you spend on each task:

Number of hours of sleep each night ____ x 7 = ____

Number of hours spent getting ready each day ____ x 7 = ____

Number of hours for meals/snacks ____ x 7 = ____
(including preparation/clean-up time)

Travel time to and from campus ____ x ____ = ____

Number of hours per week for regular activities
(volunteer work, intramurals, church, clubs, etc.) = ____

Number of hours per week of errands, etc. ____ x 7 = ____

Number of hours of work per week = ____

Number of hours of class per week = ____



Google Calendar

Connects from your phone to your computer

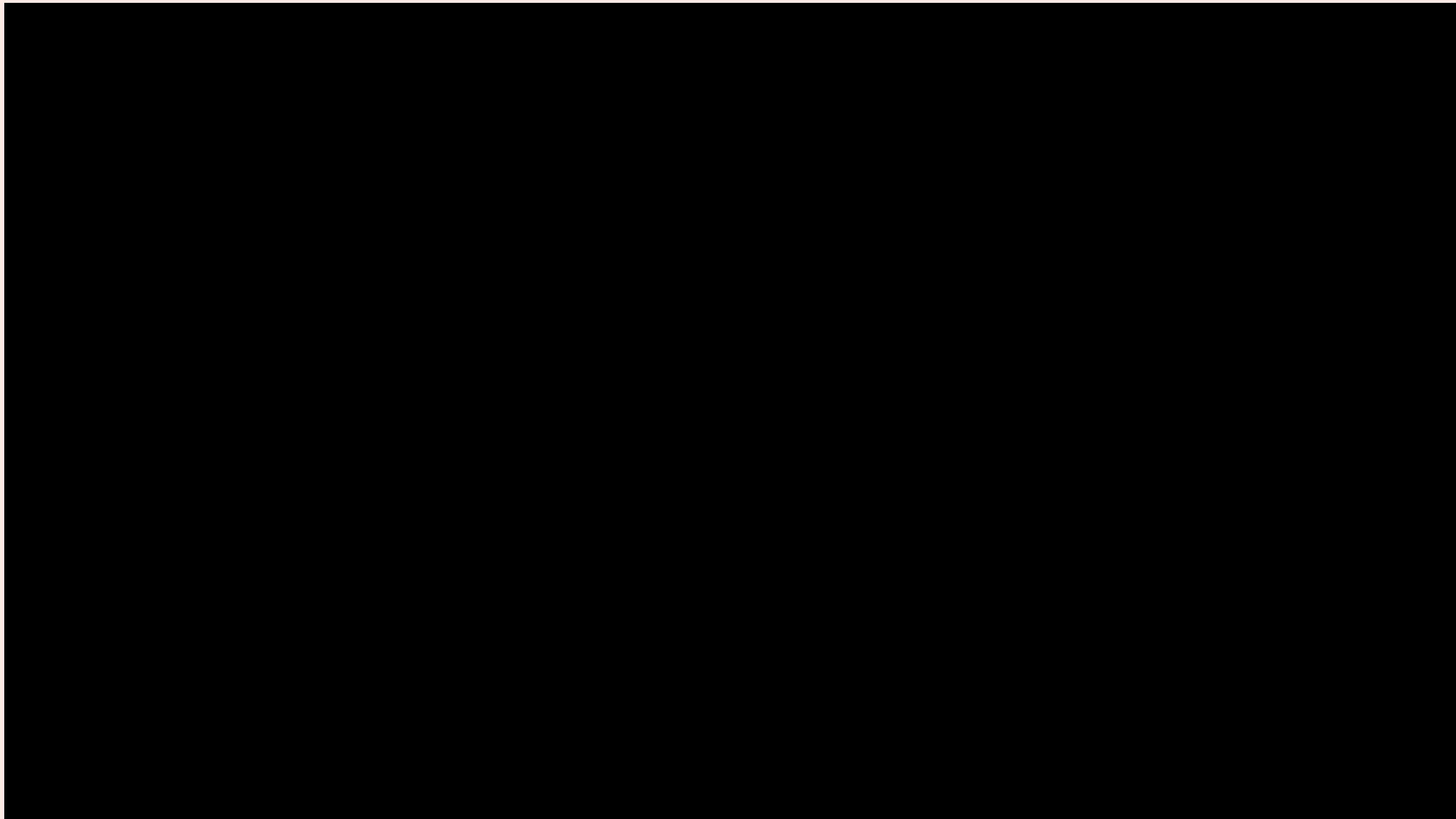
The screenshot shows the Google Calendar interface on a computer desktop. The calendar is set to a weekly view for the period from Sunday, February 27, to Saturday, March 5, 2022. The interface includes a navigation bar at the top with arrows for navigation, the current month and year, search, help, settings, and a 'Week' view selector. The calendar grid shows various events:

- February 27:** Bio exam 3 chpt 6&9 (green bar).
- February 28:** Ballet 10 - 11am (blue box), Life management zoom 2 - 3pm (red box), Cub scouts 5:30 - 6:30pm (blue box).
- February 29:** Office hours 9:30 - 10:30am (red box), Micro bio 11am - 1:50pm (green box).
- February 30:** Dentist crown 2:40 - 3:40pm (red box).
- March 1:** Pre lab 5 (green bar), 3 more (text).
- March 2:** Bio mastering HW chpt 10 (green bar), 2 more (text).
- March 3:** 2 more (text).
- March 4:** 2 more (text).
- March 5:** Hockey 8 - 9am (blue box), 2 more (text).

The Windows taskbar is visible at the bottom, showing the time as 9:00 AM on 2/25/2022 and the weather as 'Snowing now'.

The screenshot shows the Google Calendar interface on a mobile phone. The calendar is set to a weekly view for the month of March 2022. The interface includes a navigation bar at the top with a menu icon, the current month, search, calendar icon, and a profile icon. The calendar grid shows various events:

- March 27:** Bio exam 3 chpt 6&9 (green bar).
- March 28:** Ballet (blue box), Life management (red box), Cub scout (blue box), Staff mee (red box).
- March 29:** Pre lab 5 (green bar), Bio discussion board antibiotic resistance (green bar), Bio growth of bacteria & antibiotic treatment assignment (green bar), First Day (green box), Dentist cr (red box), Global hea (purple box), Hockey (blue box).
- March 30:** Bio mastering HW chpt 10 (green bar), Hockey (blue box).
- March 31:** Pre lab 5 (green bar), Mastering chp 14 (green bar), Bio discu (green bar), Antimicrob (green bar), Office hou (red box), Pre lab 6 (green bar), Bio growt (green bar), Ballet (blue box), Micro bio (green box), Global hea (purple box), Staff mee (red box).
- March 13:** Mastering chp 14 (green bar), Pre lab 6 (green bar), Daylight (green bar), Chelsea spring break (red bar), Hockey (blue box), Ballet (blue box), St. Patrick (green box), Chels tatt (red box).
- March 20:** Mastering chp 14 (green bar), Hockey (blue box), Pre lab 6 (green bar), Pre lab 7 (green bar), Chad Nevada (red bar), Ballet (blue box), Office hou (red box), DB post (green bar), Staff mee (red box), Micro bio (green box), Mastering chp 15 (green bar), Global hea (purple box).
- March 27:** Pre lab 7 (green bar), Mastering chp 16 (green bar), DB post (green bar), Pre lab 8 (green bar), Mastering chp 15 (green bar), Office hou (red box), Global hea (purple box), Ballet (blue box), Micro bio (green box), Life mana (red box), Staff mee (red box).
- March 3:** Mastering chp 16 (green bar), Pre lab 8 (green bar), Pre lab 9 (green bar), Ballet (blue box), Office hou (red box), DB assignment (green bar), Staff mee (red box), Micro bio (green box), Global hea (purple box), Test 4 (10,14,15,16) (green bar).



Using your Google Calendar

- OPTIONS TO ADD EVENTS, TASKS, REMINDERS, & PERSONAL GOALS
- FREE APP FOR YOUR PHONE!
- CONNECTS GOOGLE ACCOUNT ONLINE (IF YOU DO NOT HAVE A GMAIL YOU CAN USE YOUR SCHOOL QMAIL TO SIGN INTO GOOGLE)
- ASSIGN EVENTS DIFFERENT COLORS
- TASKS ARE ABLE TO BE CHECKED OFF WHEN FINISHED
- REMINDERS CAN BE MADE AT DIFFERENT TIMES DURING THE DAY
- GOALS CAN RANGE FROM EXERCISE, SCHEDULING TIME FOR FRIENDS, LEARNING A NEW SKILL AND ORGANIZATION.

Additional homework apps:
Egenda - homework manger
the homework app
Pocket schedule planner

Additional Calendar apps:
Simple calendar
Structured - day planner

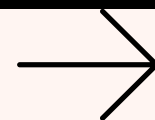
Sample student planner

Exam 7 Med term
 Final Med term
 3 case studies

NOTES & TO-DO	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Bio due: post Lab 3 submissions	2 preschool 9-11:30	3 Bio due: Mastering HW chp 9	4 preschool 9-11:30	5 Hockey 8AM
				Ash Wednesday			
	6 Bio due: Discussion Board antibiotics & assignment on growth of bacteria	7 Bio due: PreLab 5 Staff Meeting 6:30-7:30 Scouts 5:30-6:30	8 Bio due: post Lab 4 submissions	9 Kids Early Release Day! Preschool 9-11:30	10 Bio due: Mastering HW chp 10	11 preschool 9-11:30	12 Hockey 8AM
	13	14 committee Meeting 6:30-7:30	15	16 preschool 9-11:30	17	18 preschool 9-11:30	19 Hockey 8AM
	Daylight Saving Time Begins	C h e i s e a		S P R I N G		St. Patrick's Day Holi, Begins at Sunset	Break
FEBRUARY 2022 S M T W T F S 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	20 Bio due: Discussion Board	21 committee staff Meeting 6:30-7:30 Bio due: PreLab 6	22	23 preschool 9-11:30	24 Bio due: Mastering HW chp 14 & 15	25 preschool 9-11:30	26 Hockey 8AM
	First Day of Spring						
APRIL 2022 S M T W T F S 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	27 Bio due: Discussion Board	28 staff Meeting 6:30-7:30 Scouts 5:30-6:30 Life management Zoom 2-3:30 PM Bio due: PreLab 7	29	30 preschool 9-11:30	31		
					César Chávez Day		

C.H.O.I.C.E

- C** Compare activities (are some less important?)
- H** How will your choice affect you later?
- O** Order your priorities
- I** Inscribe (write) scheduling decisions in your planner
- C** Carry out the plan you have made
- E** Enjoy being in control of you life and your time!



WHAT ' S NEXT?

WORK WITH A SOAR LEADER!

1. Drop into the Student Support and Mentoring Center - B61A and work with a SOAR Leader!

COMPLETE THE POST SURVEY!

3. Complete this survey to share your feedback.



Thank You For Joining!

Do you have any questions for us?



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