

Exercise Evaluating How You Organized Your Time



Directions: At the end of the week, review your Weekly Schedule Sheet and answer the questions below:

1. Did you have enough time:
 - a. to study? ☐ yes ☐ no
 - b. to do homework? ☐ yes ☐ no
 - c. to participate in after-school activities? ☐ yes ☐ no

If you answered "yes" then you budgeted your time well. If, on the other hand, you answered "no" and felt rushed or that you couldn't do all you wanted to do, look again at the schedule you kept and adjust your schedule accordingly.

2. Can you make some changes to:
 - a. add more time to study? ☐ yes ☐ no
 - b. spend less time watching T.V.? ☐ yes ☐ no
 - c. spend less time talking on the phone? ☐ yes ☐ no
 - d. rearrange your after-school work hours? ☐ yes ☐ no
3. Plan a more efficient schedule and write it in the Weekly Schedule Sheet on the next page. In Appendix B you will find an extra schedule sheet which you can copy for future use.
4. Use the schedule as a guide to help you increase your efficient use of your after-school hours.
5. Become a "time juggler." Successful people are often people who budget their time so efficiently that they become "time jugglers" and do more in one day than seems possible. Strive to become that person.

WEEKLY SCHEDULE SHEET

WEEK OF _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4:00 - 5:00 or earlier							
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							
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							
10:00 - 10:30 or after							
AVAILABLE TIME							
TIME USED FOR STUDY							

GET IT DONE **TODAY**

Date _____

Priority	Assignment	Date Due	Completed
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

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Strategy

Understanding How You Learn Best

People learn using three different learning modalities. A learning modality can be either visual (seeing), auditory (hearing) or kinesthetic (touching or moving). While you may use any one or all of these modalities at certain times, most of us use one modality more often than others. That modality is part of your **preferred learning style**.

Directions:

To figure out your preferred learning style, pretend that you have to learn 20 new words and their meanings for a big test. How would you tackle this job? (Check any statements that describe you—you can have none or more than one in any category).



1. I would prefer to:

- ☐ read the words and definitions over and over again.
- ☐ close my eyes and “see” them in my mind.
- ☐ look at pictures that portray the words and their meanings.

If these are the ways you like to learn new material, you may learn best by seeing, and you are probably a visual learner.



2. I would prefer to:

- ☐ recite the words and definitions to myself over and over.
- ☐ have the words and meanings taped and then listen to them.
- ☐ discuss the meanings with someone.
- ☐ listen to the teacher's explanations and recall them later.

If these are the ways you like to learn new information, you may learn best by hearing, and you are probably an auditory learner.



3. I would prefer to:

- ☐ write the words and definitions.
- ☐ draw pictures that remind me of the meanings.
- ☐ move around as I concentrate.

If these are the ways you like to learn new information, you may learn best by feeling and moving, and you are probably a kinesthetic learner.

4. Think of other examples which show whether you prefer an auditory, visual, or kinesthetic learning style and write them below.

If you checked off some preferences in each modality, it means that you use more than one modality to learn. Many people are like you and combine what they see with what they hear and write. Use your best learning style whenever you want to be at your most efficient for learning.

Strategy

Your Personality and Your Learning Style

The way you learn also depends upon your personality and emotional makeup.

Directions: To understand how your personality influences your study preferences, answer the questions below.

1. I am a person who:

___ shares my ideas and feelings with other people.
___ gets new ideas by being part of a group.
___ learns by doing.

If this is you, initiate a small study group before tests, volunteer to demonstrate your ideas, and use computers or science labs. Caution: if you are easily distracted, make sure there is structure within your group and that you can be in situations as free from distractions as possible.

2. I am a person who is:

___ uncomfortable when exchanging ideas with others.
___ comfortable working alone.
___ able to work better alone or with one other person.

If you do become part of a study group, volunteer to do independent work that you will later share. You may also need to let the group know that rather than giving immediate responses, you may need to take a little time to formulate your answers and then share them.

3. I am a person who:

___ likes things in my life to be orderly and well organized.
___ is uncomfortable with sudden changes.
___ needs to know ahead of time what is expected of me.
___ needs to complete tasks ahead of time or at least by the due date.

If this is you, plan to keep a daily schedule and budget your time in order to do one project at a time. To have a "big picture" keep a semester calendar and write in any activities, tests or projects as you hear of them. When you work with a group, try to team up with people who share your need for systematic planning and early completion.

4. I am a person who:

___ likes change and spontaneity.
___ waits until the last minute to start a project, but I do get things done on time.
___ waits until the last minute to start a project and turns things in late.
___ needs to move, so I don't like sitting behind a desk all day.

Keep a schedule and calendar, but plan extra time to allow flexibility. Highlight due dates and also write in due dates for each step of long-term projects (your Goal Setting Form in Appendix B will be useful for this). Identify the work that must be done first and plan to do it. After you complete each step of a project, check it off. When you complete the entire assignment, cross it off (you'll enjoy the feeling it gives you) and reward yourself.