

Learning for Earning

Your Route to Success

Sixth Edition



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PowerPoint Presentations for

Learning for Earning

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CHAPTER

18

**Time Management
and Study Skills**



Chapter Objectives

After studying this chapter, you will be able to

- examine how you spend your time by keeping a daily time log.
- list five suggestions for making the best use of your time.
- take notes that will help you review what you study.
- identify helpful tips related to preparing for, taking, and learning from tests.
- compare good and poor study habits.



Key Terms

- time management
- time log
- IRS time
- priorities
- procrastination
- concentrate

Why Is Time Management Important?

- Time management is a skill needed throughout life.
- It helps you use time wisely
 - at school
 - studying after school
 - at work
 - at home with the family





Time Management

- Time is a valuable resource that, once lost, can never be recaptured.
- ***Time management*** – Planning and carefully using time.
- How you manage your time can mean the difference between success or failure.
- Most people waste surprising amounts of time.

Time Management

- ***Time log*** – A written record of a person's use of time.
- By recording the time spent on various activities daily, you can see how much time is wasted.



The Computer and Time Management

- Using a computer can help you save time.
 - it can also be a source of distraction
- When creating a time log, schedule separate times for school, work, and leisure computer activities.





IRS Time

- ***IRS time (individual responsibility for saving time)*** – Taking whatever steps are needed to make the best use of time.
- You can't make more time, but you can better manage the time you have.
- You can't rely on memory to recall what's important, so make a to-do list.



IRS Time

- Organize your time according to priorities.
- ***Priorities*** – Everything that you consider highly important.
- Avoid procrastination.
- ***Procrastination*** – Delaying decisions or activities.



IRS Time

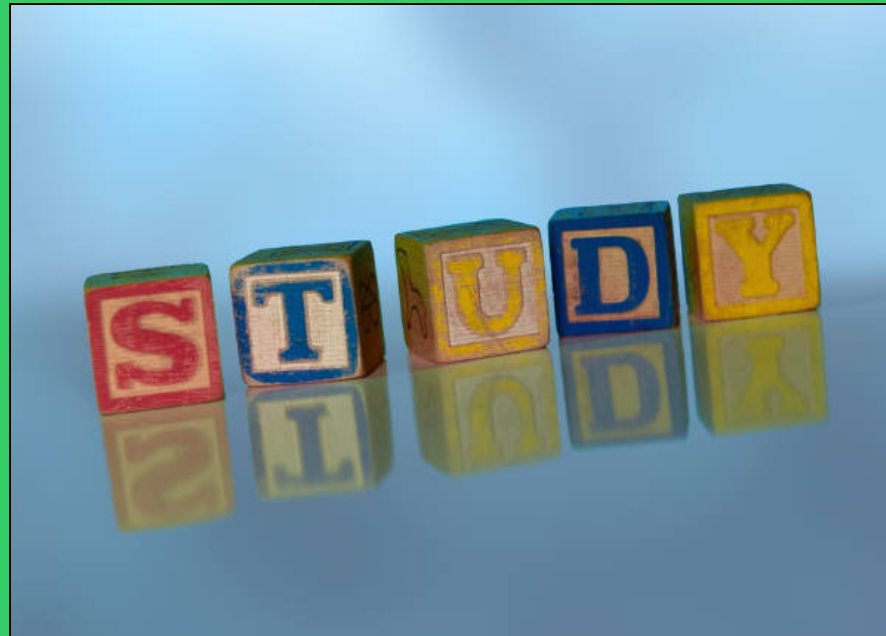
- Reduce interruptions of your planned study time.
- Avoid common time wasters:
 - watching television
 - talking on the phone
 - daydreaming
 - not being organized
- Focus on one task at a time.



Did You Know?

- ❖ *Over the last decade, adults have spent 47-51 hours weekly working and studying, and 19-20 hours in leisure pursuits.*

Source: The Harris Poll



Study Skills

- Begin each period with a positive attitude.
- Set a specific time limit for studying, such as two hours.
- Avoid noisy areas.
- Make sure your desk is clear of distractions.

Study Skills

- Gather all the materials you will need before you begin.
- Concentrate on your assignment.
- ***Concentrate*** – To focus attention and effort on something.
- Plan to study when you are rested so concentrating is easier.

Study Skills

- When you finish, take a few moments to think about what you've learned.





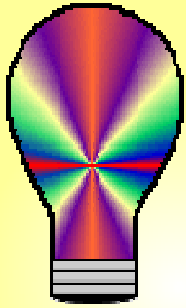
Taking Notes

- Good-quality notes help you study better.
- Use one side of the paper, number each page, and leave a top margin for writing due dates.
- Record only the important information and use an outline format.
- When possible, write faster by using symbols and abbreviations.
- Make notes to yourself in the margins.



Poor Study Habits

- Avoid poor study habits, such as
 - writing down every word of what you read or hear
 - doing the easiest parts first
 - studying in a noisy area or when tired
 - studying late the night before a test
 - allowing your mind to wander
 - doing something else while studying



Think About It

- ❖ *What common activities cause your mind to wander while studying? How can you prevent this?*



Using a Computer to Study

- Computers can be used as effective study tools to:
 - access textbook companion Web sites
 - review slide show presentations from class lectures
 - conduct Internet research on related study topics
 - read textbooks on screen or have them read to you



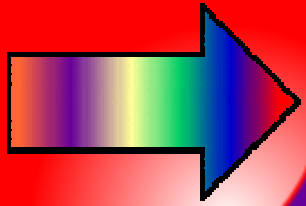
Taking Tests

- Tests tell you and your teacher how much you've learned.
- Tests also measure what you don't know.
- Good preparation, not luck, will help you do well on tests.
- Always review the material in your textbook and notes.



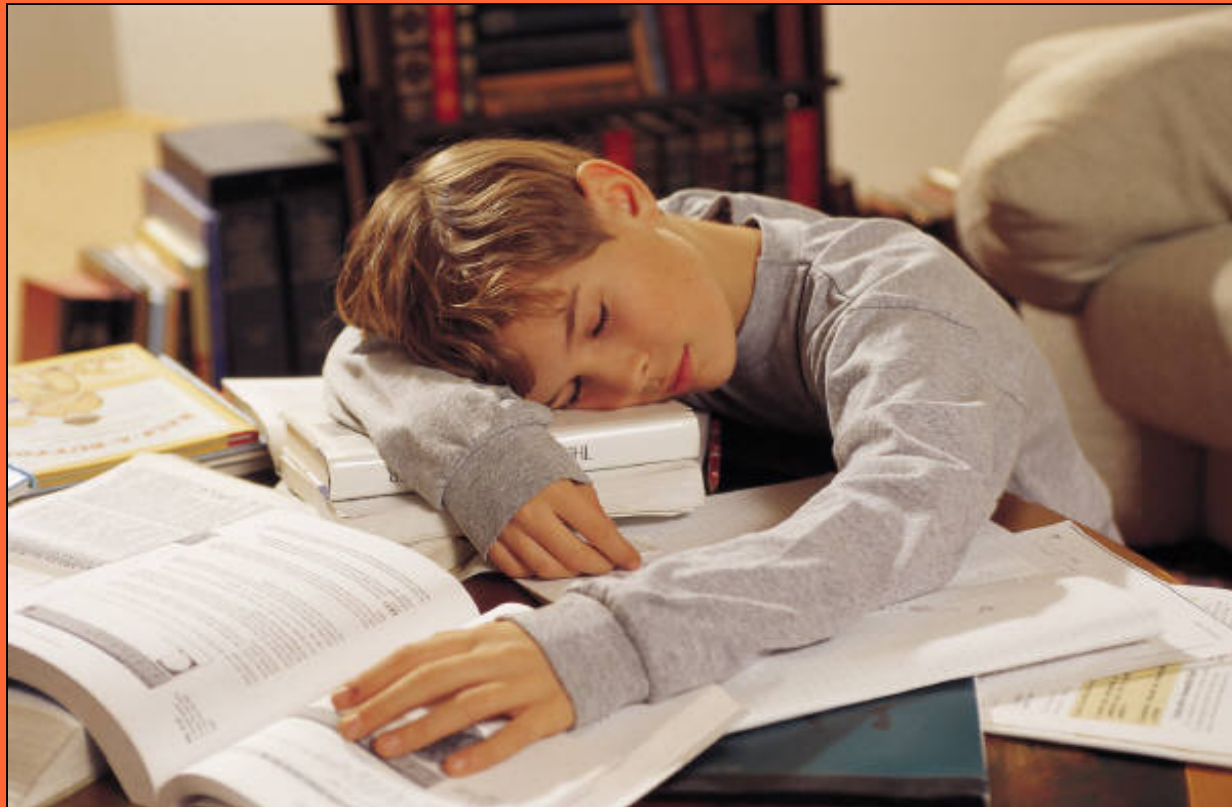
Before the Test

- Try to determine what questions will be asked.
- Recall what kinds of questions were asked on the last test.
- Consider studying with a classmate and quizzing each other.
- Get a good night's sleep.
- Eat a good breakfast.



In Your Opinion

- ❖ *Will studying intensely the night before a test help you make a better grade?*





Taking the Test

- Be relaxed and have a positive attitude.
- Look over the entire test before starting.
- Read and follow directions carefully.
- Think before writing your answer.
- If you get stuck on a question, skip it and return after answering other questions.
- Review the test before handing it in.

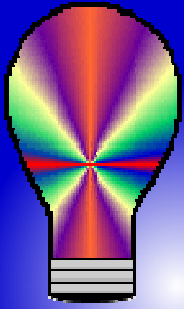
When You Get Your Test Back

- Learn from your mistakes.
- Read the teacher's comments and corrections.
- Ask for help on topics that gave you difficulty.

When You Get Your Test Back



- Congratulate yourself for everything you answered correctly.
- Start preparing for the next test.



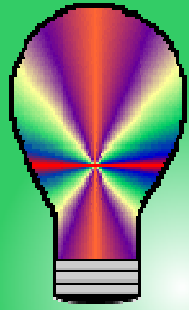
Think About It

- ❖ *Explain how a time log can help you develop time management skills.*
- ❖ *List ways to improve your study skills and prepare for tests.*
- ❖ *Identify steps to take just before a test to improve your performance.*
- ❖ *Describe how a computer can help you manage time and study.*



Chapter 18: In the Know

- Time management is a key life skill.
- Good study skills help you
 - make the best use of your study time.
 - learn more.
 - make better grades.
- Good note-taking improves with practice and careful listening.
- Following certain steps before and during a test can improve your performance.



Chapter 18: Think More About It

- ❖ *What portions of your time do you manage well? do you need to manage better?*
- ❖ *What is your plan for eliminating time wasters?*
- ❖ *How can taking tests help you become a better student?*