

ACADEMIC CULTURE:

TIME MANAGEMENT



OVERVIEW

- Planning your time
 - Be pragmatic, make realistic time-plan
- Listening to lectures
 - Don't look starry-eyed, take notes
- Attending practical sessions
 - Be involved, participate
- Participating in extra-curricula (Social, Sport & Religious) activities
 - Be a balanced individual, participate reasonably



Planning your time

WHO AM I?

- What subject(s) do I like/detest? Why?
- What time(s) and for how long do I like to study?
- Where and in what conditions do I like to study?



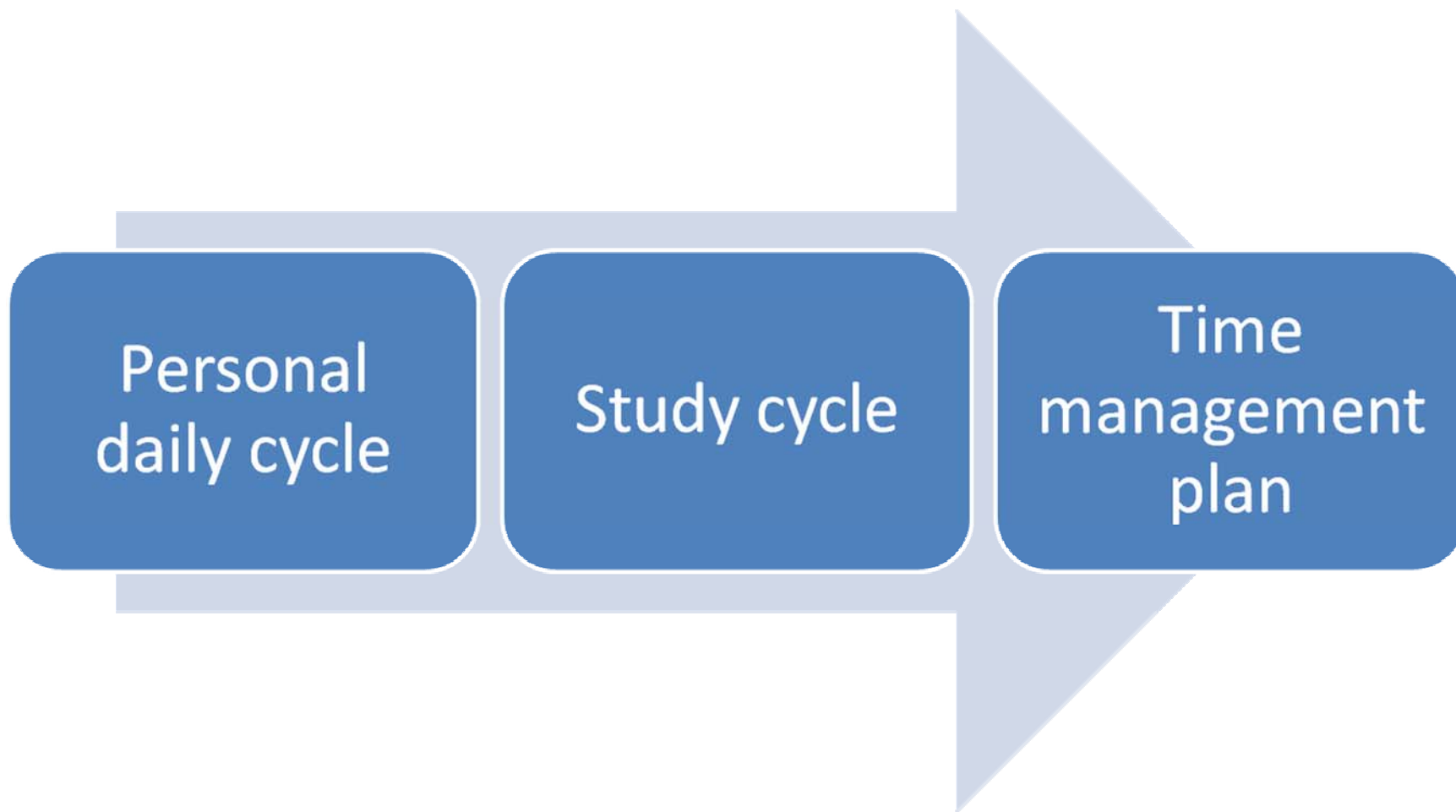
Planning your time

WHO AM I?

- When and for how long must I sleep in a day?
- What activities (sports, social, religious) do I like to participate in?



Planning your time





Time management plan:

Time- Table



Consider who you are: period & hours of sleep required; time required for cooking/eating; praying/fellowshipping; recreation; moving from residence to lectures, etc



Consider time & hours for lectures, tutorials & practical work



Consider period and hours required for study each day/week to cover ALL COURSES



Realistic Time Table...

Should:

- be pragmatic
- account for all your courses & necessary activities
- account for your individual attention span
- be adaptable in response to exigencies
- reflect your essential personality in content & design
- be a guide, a tool

Should
not:

- be too detailed
- be too scanty
- be made to impress
- ignore any subject or major activity (social, sporting, religious)
- be a distraction

Know yourself: Examine your Strengths & Weaknesses



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Strengths	Weaknesses
<p>Examples:</p> <ul style="list-style-type: none">I can organise myself and use my time efficientlyI give myself time off to unwind and have funI have discovered what time I study best	<p>Examples:</p> <ul style="list-style-type: none">I easily get stressed and anxiousI study hard but under-perform in examsI lose concentration easily when I studyI sleep too muchDeadlines are a nightmare, I can't keep them

Now, profile your strengths and weaknesses in the next slide to know who you are!



Your Profile

Strengths	Weaknesses
Daily Cycle: 1. 2. 3. 4.	1. 2. 3. 4.
Study Cycle: 1. 2. 3. 4.	1. 2. 3. 4.
Social Cycle (social, sporting, religious): 1. 2. 3. 4.	1. 2. 3. 4.

Your time-table



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Draw a table

Make your time-table.