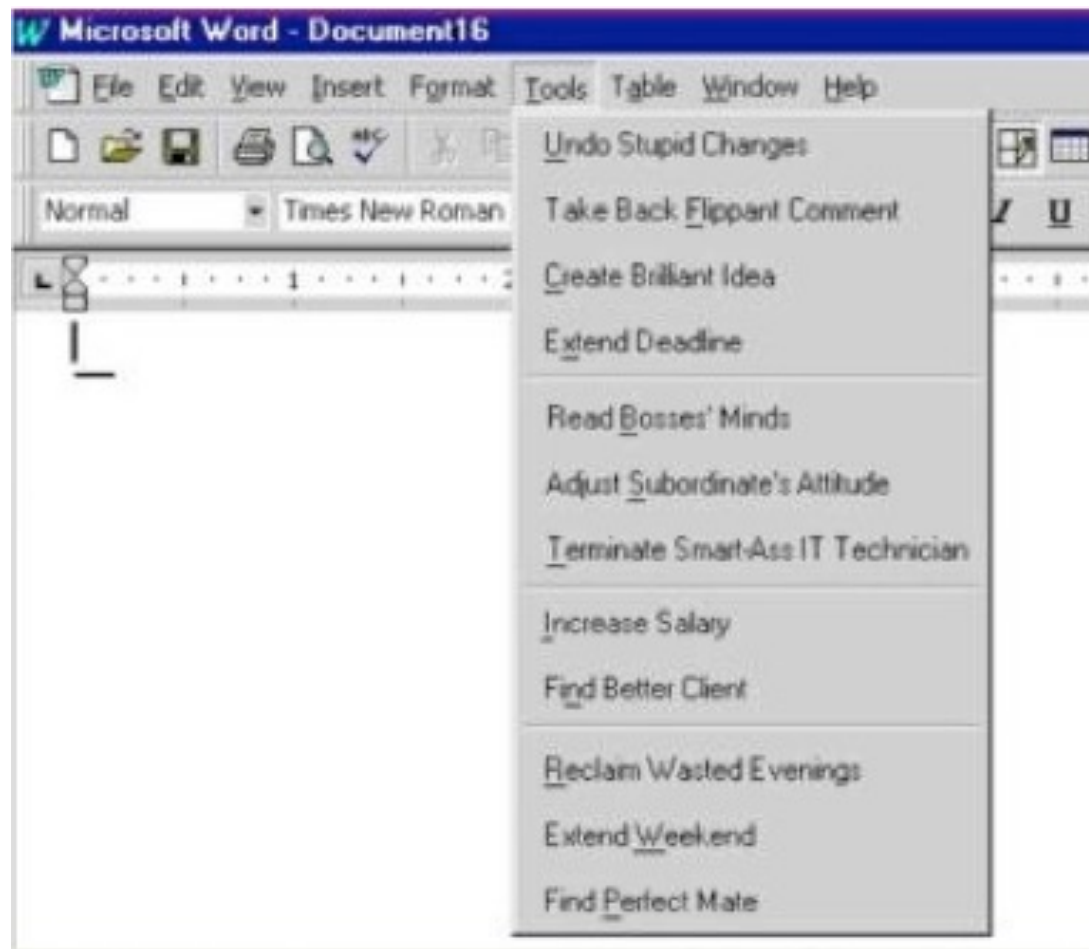


# Becoming Successful



# Learning Objectives

- ✓ At the end of this module, you will understand why time management is important, and you will understand how to go about effectively managing your time.
- ✓ In addition, you will have learned some basic differences between university and high school.

# Why Adjusting to University is so Difficult

- ✓ More work
- ✓ More freedom
- ✓ More people in classes
- ✓ More thinking
- ✓ More responsibility
- ✓ More expectations
- ✓ Less guidance
- ✓ Less instructor contact
- ✓ Less help
- ✓ Less social life
- ✓ Less hand-holding
- ✓ Less free-time

# Keys to Success

- ✓ Attitude
- ✓ Integrity
- ✓ Reputation
- ✓ TIME Management

# Attitude

It helps to accept the following:

- ✓ Not everyone receives A's or B's
- ✓ You may work harder but receive lower grades
- ✓ You must ask for help if you need it
- ✓ You might not be as good as you think you are
- ✓ But you can adjust to and enjoy the work
- ✓ Measure success in terms of learning, not in grades

We don't grade hard work; we grade achievement

# Attitude toward Learning

Memorizing facts is not enough; in university, you are expected to:

- ✓ Understand and apply principles and concepts
- ✓ Interpret the meaning and significance of ideas
- ✓ Think critically and question everything
- ✓ Take notes, read optional material, conduct independent research
- ✓ Take control of your own education
- ✓ Learn how to learn (for life-long success)

# Integrity

- ✓ In university, academic integrity is taken seriously. You can fail courses or be suspended for plagiarism and other forms of academic dishonesty.
- ✓ Ignorance is no excuse. You are responsible for the material in the *Code of Academic Integrity and Student Conduct (policies S10.01)*.
- ✓ Being of good character is a requirement to become a professional computing scientist. An “FD” or suspension on your academic record leads to questions that you don’t want to be required to answer.

# What is a Professional?

- ✓ Masters and applies specialized knowledge
- ✓ Behaves in honest, fair, and responsible ways
- ✓ Respects others (both their time and viewpoints)
- ✓ Works independently and thinks critically
- ✓ Protects the interests of others
- ✓ Works to improve the human condition
- ✓ Doctors, nurses, lawyers, accountants, teachers, clerics, geologists, pilots, computing scientists, engineers, . . .



# Reputation

- ✓ Today's classmates are tomorrow's colleagues
- ✓ Who you know and what they think about you are among your greatest assets for a successful career
- ✓ Today's TA may be tomorrow's supervisor
- ✓ Negative reputations are difficult to overcome
- ✓ People talk
- ✓ A few bad apples . . .

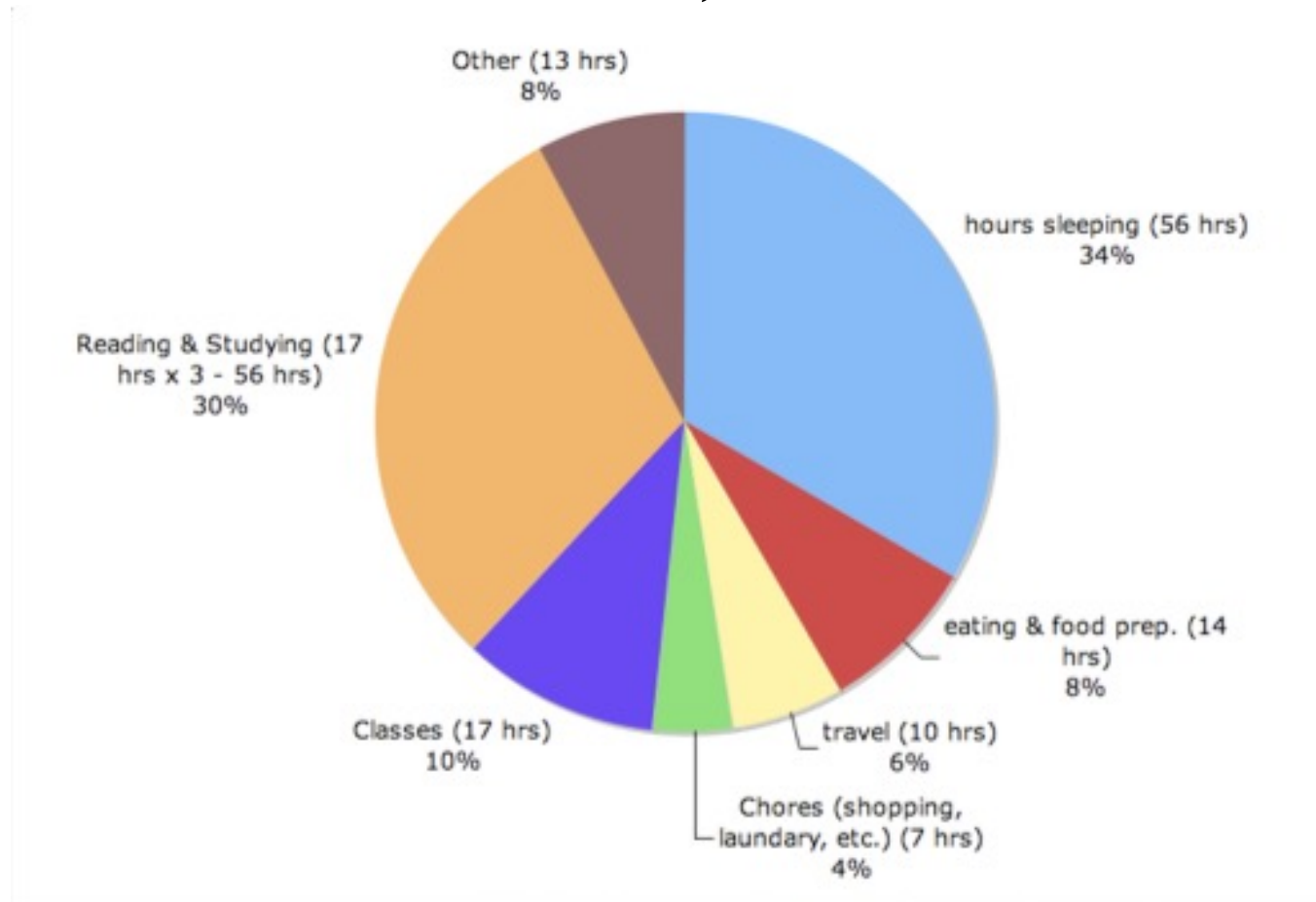
# Time Management Matters

Some statistics from 2017/2018

- ✓ For students admitted directly from high school into a CS program:
  - ★ Average time to complete degree: 5.7 years (17.1 semesters)
  - ★ 67% graduated within 6 years
  - ★ 33% were either forced to withdraw from the program due to low GPA, or dropped out voluntarily
  - ★ **Interviews with those below 2.40 GPA indicated that time management was the biggest problem (75%). So . . .**

# Some Simple Arithmetic

- ✓ Each week has 168 hours, broken down as follows:



- ✓ That leaves about 2 hrs per day for other activities..

# Some TM Hints

- ✓ **Combine Activities:** Read while eating lunch, on the bus, waiting in line, etc.
- ✓ **Quality of Time vs. Quantity of Time:** 2 hours spent focusing intently upon a subject is worth 12 hours where you are constantly interrupted.
- ✓ **Say No to Distractions:** social media, TV, web-surfing, etc.
- ✓ **Avoid Perfectionism:** 2 hours work that nets an A is generally better than 6 hours that nets an A+.
- ✓ **Break Large Tasks into Smaller Ones:** If you need to do research for a paper, get 1 or 2 articles now and start reading them.

# Some TM Hints

- ✓ **Master Study Skills:** Read the study skills manual provided for this course. You can save hours of time.
- ✓ **Learn to Touch Type:** 60 wpm is better than 20 wpm.
- ✓ **Master the Software:** Understanding the intricacies of your word processor can save hours.
- ✓ **Form a Study Group:** Splitting up tasks with those in your study group is more efficient. And often more effective.
- ✓ **Prioritize Tasks:** A) must do; B) should do; C) like to do.
- ✓ **Perform Weekly Chores as a Group:** Spend Saturday morning doing the shopping, laundry, etc.

# Some TM Hints

- ✓ **Don't Wait:** Start your semester's work today.
- ✓ **Do Not Neglect Eating and Sleeping:** Poor nutrition leads to a lack of energy. Limited sleep leads to a lack of concentration. Combine them, and you will collapse.
- ✓ **Take Some Time Off:** Regular breaks help maintain your sanity. Get some exercise or watch a movie.
- ✓ **Work or Family:** If you must work or have a family, consider reducing your course load.
- ✓ **If Disaster Strikes:** Talk to your instructors, counselor, or doctor ASAP. You should not be penalized for circumstances beyond your control.

# A University TM Method

- ✓ At the end of your 1<sup>st</sup> week of classes, collect all your course outlines and sit down for a couple of hours to schedule your semester.
- ✓ Create a weekly schedule. List the times for all your classes and where they are located. Also list other recurring activities such as work, volunteer, sports, etc.
- ✓ Then take a monthly schedule (a free calendar from a bank works well). Fill in the due dates for all exams and assignments (use a **red** pen for this).
- ✓ Then schedule recurring activities such as work, volunteer, etc. (use a **black** pen for this).

# A University TM Method – cont'd

- ✓ Then work backwards from the due dates to schedule your study time (use a blue pen for this).
- ✓ Ensure you do not underestimate the study time. It is better to err by overestimating than the reverse.
- ✓ Check off tasks as you complete them (provides a sense of accomplishment).
- ✓ If you fall behind, revise your schedule ASAP. Don't wait until it is hopeless.
- ✓ You can also use a daytimer, a smartphone, or an erasable wall poster to list these tasks.



# A University TM Method – cont'd

- ✓ Ensure you don't lose your schedules. (Make copies as extra protection. And if you use a smartphone, ensure you back it up to your computer regularly.)
- ✓ A few hours spent now can save you from disaster later. Careful time management is one of the hallmarks of any professional.

**Good Luck!**