

informative article series

TO BE MINDFULLY LAZY

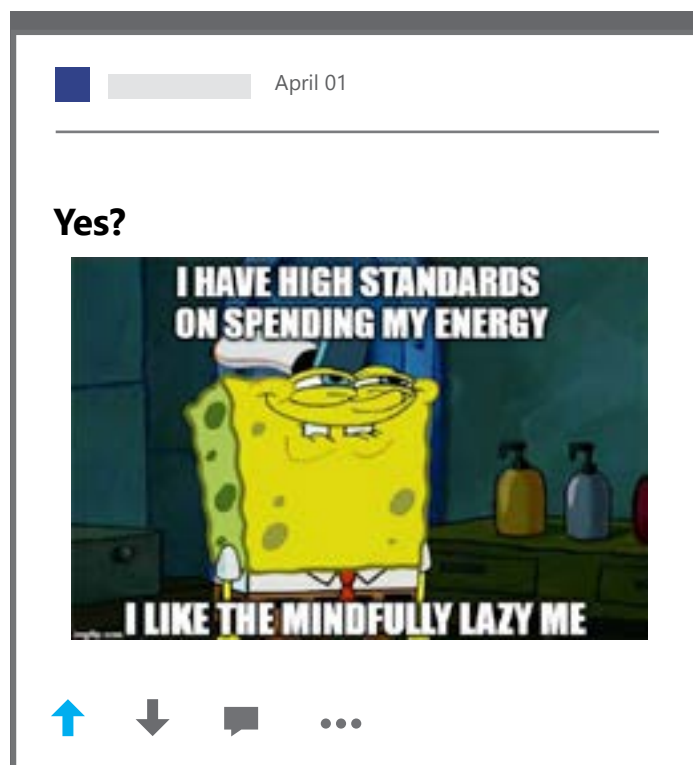
You know you want to take it easy.

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Being mindfully lazy is about seeing that we all have our own laziness. So don't try to shut it down. It's better to learn to live with it. Wanna strategize your own shortcuts? As just survived college students, we have

learnt things that are helpful. We've learnt that time management is challenging, apps for students are many, and it is tough to commute to school almost every day. In this series, we'd love to share them all with you.

We list out some tips that may make your first year here easier. Just flip the pages around, grab what you like. Hope you enjoy your time at TXWES.

TIME MANAGEMENT

For many college students, one of the biggest differences between high school and college is the need to effectively manage your own time. If you began learning time management skills in high school, you have a definite advantage over many college students. You need to adjust for the college environment. Parents aren't there to wake you up in the morning or remind you anything. You're responsible for your own actions. In fact, most professors won't even know if you're in class or not. The key to effective time management is literally being accountable for your own actions. (Baker) Instead of being accountable to teachers and parents, now you need to be accountable to you!

One tool that'll help you is a daily planner or calendar. Another help is your phone, set reminders in your phone for times you must be places or do things. Plan each day starting with when you intend to get up. Within the first few days of starting college, students quickly learn that managing their time is the hardest thing about

college. With so much to do and keep track of, strong time management skills can make all the difference.

It's even harder for student athletes, because they must put time into both the sport they play and their academics. So it's easier for student athletes to forget things than it is for normal students. Student athletes also suffer from stress because of this. Student athletes worry about so much and they tend to lose sight of what needs to be done at that time. Time management has always been important in the world of athletics. With the academic year in full swing and college teams across the country beginning their seasons, student athletes are busier than ever. (Baker) Balancing academics, athletics and a social life is no walk in the park. Here are seven simple time management tips to have your best year.

So, strategies for student athletes are the same as for normal students. After interviewing normal students vs student athletes, student athletes to do list are a lot more time consuming than some normal students. Being a student-athlete is almost like having a full-time job.

Between school, practices, games, there just never seems to be enough time to fit everything in. Often school and sports take a hit when student athletes try to do everything they have going on and maintain a social life. Trying to relax as a student athlete is hard but, there's always something you can do to make your schedule slimmer down later in the week or in the month. You can make all the lists you want, but if you're not responsible enough to follow through with your priorities, you will not be able to function well in college. Priority management involves a lot of sacrifice, and there are many times that you will have to make tough decisions or say no to something you really want to do. There are times where you are lazy, but you still have to get up and focus on your work. After reading an article about college time management, I can for sure infer that time management is strictly about how you take advantage of the free time you have. In the article it states, "When it comes to time for a college student, that student has to learn how to keep their responsibilities first". What he is saying is that

your social life has to become the last thing on your mind when it comes to time management. You have to keep your academics first. Anytime that you may hold that is free, use it to take care of assignments that are due in weeks' time and just work ahead. Distraction is also a problem when it comes to time management. In the article Baker states, "It is very easy for students or students to get distracted by their phones, friends, or just television". I'm a student athlete myself at Texas Wesleyan university and I could honestly say that getting distracted is easy when it comes to studying or doing any type of work. But when you're trying to manage time, you can't just get distracted. You must have a solid concentration (Baker). You also have to stay physically and mentally organized when it comes to time management, because it shortens the things you need to do and it makes room for things you want to do. For example, if you keep your room clean and do laundry on a very consistent basis, you wouldn't have a problem with doing the things you want to do like go out with friends or go hangout with your friends.

If you hold your end of the bargain everything will fall into place when it comes to time management. If you manage time, you wouldn't have problems managing classes. Time is rare, time is money, time is an opportunity to be great and if you manage it the right way, college wouldn't be as hard as it seems. But overall, time management is about responsibilities and sacrifice. Remember to use a time chart, prioritize, use your reminders in your phone, stay organized physically and mentally, stay distraction free, and finally work ahead. Time is money, Time is rare, Time is everything!

TECH TIPS

No one needs to be tech-savvy. But knowing the techs you got helps a lot.

Your [@txwes.edu] email and Office 365

When you start here as a TXWES student, you will have your own [@txwes.edu] email. And that email is an account that has access to Microsoft's Office 365. Office 365 is a pack of apps like Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, and

so many more. You should see them for yourself. You can install the apps you want as well. Here is one of the ways you can walk there:

- 1 From our university's home site txwes.edu, click on email
- 2 You're then directed to office.com, use your [@txwes.edu] to login
- 3 You're at office.com, Explore all your apps and/or Install Office

When you browse Office 365 apps to see all that you have, what you need now and what you don't need now, just keep in mind office.com is where you can find helpful apps for your student life. Furthermore, most of the Office 365 apps can be used in 3 ways: as desktop app, as mobile app, and as web-based app. For example, you can install Word to use as a desktop app on your laptop/PC, you can use Word on your phone as a mobile app, and you always have Word Online office.com/launch/word with your [@txwes.edu] account. Same with OneNote, Outlook, OneDrive, and more.

Cloud Storage Services

Try OneDrive?

OneDrive is an Office 365 app. It is a Microsoft cloud storage service. OneDrive is like an online folder of files—your online folder. You know you can install OneDrive on your desktop, on your phone, and open it on the web. No matter which way you use OneDrive, it is one big online folder. Meaning, this online folder is available for you anywhere, anytime. You can always create more folders inside OneDrive to store stuff like photos, Microsoft Office documents, and any files there. The files and folders you store in OneDrive can be shared with others. And it's up to you to decide to share which to whom and when to stop sharing. When you share a file or a folder (with someone), you create a link (for someone to get) to that file and folder. It is pretty much the same for other cloud storage services like Dropbox, Google Drive, and iCloud Drive. The great thing about using OneDrive is that it connects to your [@txwes.edu] and Office 365 apps, including

Outlook. Maybe when you try other cloud storage services, you can tell the differences for yourself. However, from our survey, TXWES students don't really use OneDrive from their [@txwes.edu], but instead Google Drive from their personal account. So, keep this in mind when you share files and folders to work in teams.

Okay, Google

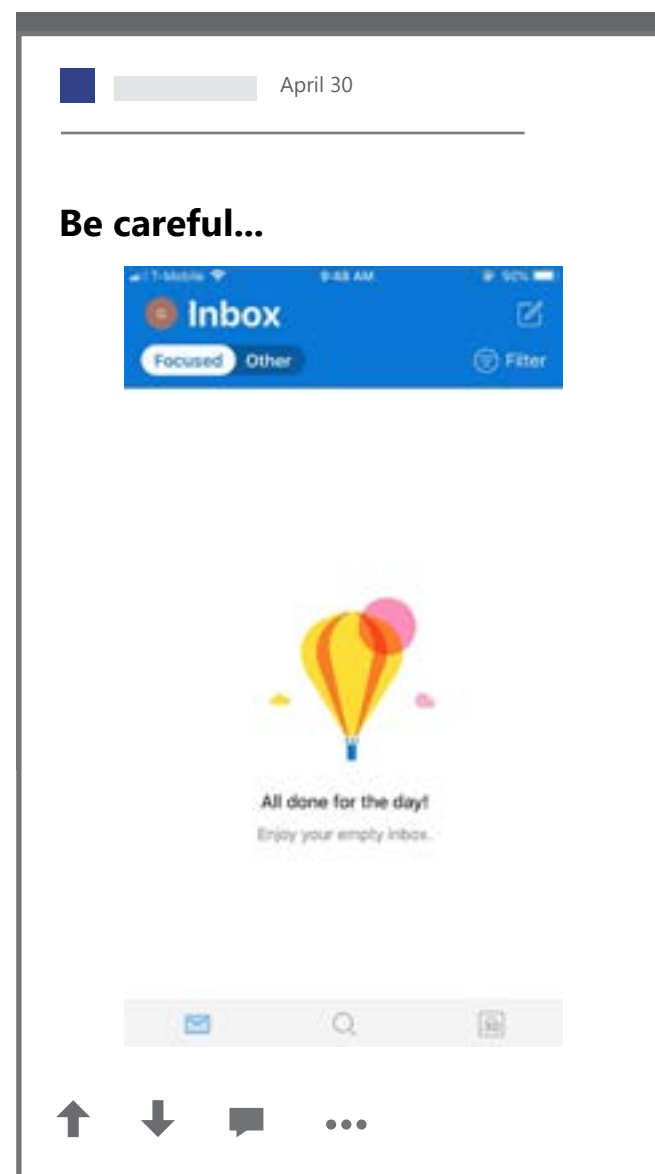
Google Drive and Google apps are often rated higher and preferred by most people. Here are few things to consider if it is smarter to pick Google Drive and Google apps for teamwork:

- Google Docs is a great fit for teamwork because everyone can see the progress made by each. Word Online do not have this thing.
- Google Form is what you can use to create and send out e-survey, and get responses summarized. When you create a new Google Form, you create a file in Google Drive folder, your teammates can have access to and edit this as a shared file. If we put Microsoft Office Form on the other hand,

the functions from both are quite similar, but a Form cannot be shared as a file in your OneDrive, your teammates cannot edit at all. However, with Microsoft Office Form app, you can create not only survey forms, but quizzes.

Outlook

If you find email not at all fun and socializing, you're not the only one. "Young people have abandoned e-mail for text messaging" because email is so business (Tanner, "The Myth of the Tech-Savvy Student"). Email is professional and it seems like a grown-up thing. So, we all need to get used to communicate via emails and learn for ourselves how to communicate effectively online. Outlook is a fit for your [@txwes.edu] email. Remember, Outlook is an Office 365 app. You should have Outlook app on your phone for convenience. The problem with Outlook mobile app is that, at times it says "All done for the day! Enjoy your empty inbox." Please do not buy this! This only means that Outlook is loading—your inbox is not at all up to date.



Many TXWES students missed important emails for this notification. When you see this notification, please check your Outlook elsewhere, use desktop app or go to the web. Flag and unflag function can save you a lot of time. When you flag an email, that is email is not moved out of your inbox but just have a flag on it, you can find that email in your flagged folder. Unlike so, when you archive an email, you move it out of your inbox. Putting emails in

your archive is convenient, but troublesome for some. So consider this. Having a clean inbox helps a lot. But better do what fits your style.

PDF files

Many students struggle with PDF files. From our survey, most TXWES students struggle to read and highlight PDF. This probably because we often view PDF on browser and read it there. We don't

download that file. Well, it's better to download PDF and read it with app. We recommend the free Adobe Acrobat Reader DC at get.adobe.com/reader/ on your desktop, and the Adobe Acrobat Reader app on your phone. There is a Highlight tool with so many colors.

At times you will need to edit, convert PDF, merge and split PDF, you may want to check out smallpdf.com, or consider to up your game with Adobe Acrobat Reader.

You can scan physical documents into PDFs with your phone. Try Microsoft Office Lens, Adobe Scan, or whatever that you find that is better. It is really convenience to have this kind of app to store important documents on the go, beside taking photos.

Make Your Own Combo

When you have a cloud storage service that fits your style, consider using apps from that same provider. It's convenience when your digital stuffs sync. You may want to make your own combo on the go. If you choose OneDrive and Outlook, things are in sync between these apps

and their Calendar app, To-Do app, Tasks app, OneNote and on. Maybe fun for you to try. There's an Office 365 app called Flow. What is it?

If you're all Google, try Google Keep. Google Keep is probably the best free note app out there. You can pin notes. You can note something new with just 2 taps away. You can note online and offline. You can archive your notes, label them to organize and more. Try them all, keep what fits.

COMMUTER YOU?

Commuter students or can be called students who live off campus. Their lives are different from student who live on campus. The life, I can say that it is an interesting experience, we need to do stuffs all by ourselves, going to schools by ourselves, and many more other things. There are some good things about being a commuter like you can continuing live at your house, and as of that your housing and food expenses are saved for you and you can use that amount of spare money for your tuition fees, another thing to say is when you are a commuter,

that's means you are still living in your comfort zone, you still had your foods at home, your comfy bed, your dogs or your cat (if you got one), and the most important thing, your family still at your side anytime you need them. Living off campus has another advantage is you got a lot of free time, "By driving to campus, you will always have the freedom to arrive or leave whenever you want. Many students will go to campus just for their classes and then leave right after, where other students will take the opportunity after classes to study in the library" (Fillion) and that's a good thing for you if you are more like of a party personality, you can do stuffs you want to do, you can decide the time you spend with your friends and the time for your studying, living on-campus had its benefit but, no one is going to your door and ask where your roommate is, no more boring time when you just don't know what to do. And one more thing I don't know is it only me or everyone like it, it is when you are driving home, I just like to go around, watching people, observing stuffs around me on my way back home, I just don't like

to jog back to where I live which is like 100 meters away from the classroom, it is just boring for me. But I don't assume that living off campus is better than living on campus. Living as a commuter have its own inconveniences and disadvantages like you may live with your parents which mean it is less freely and you may feel independence, like you are still living in your mother, your father's net, they may not let you hang out late with your friends, or if you are coming home very late and they are not allow you to do that, you are in big trouble. And of course it will be hard to make new friends if you are living in a cycle of going and coming home right after you have finished your class, it is harder for you to meet new people, to have more time with student who study in the same school, it is a different story if you live on campus, when you are on the university's campus mostly like that, you will automatically form a group of friends who share the same interest, a group that you can spend a lot of time with. Everyone know that late night group studying, having a roommate who you always talk with, vice versa is not a very common

things for commuter student to do, and that is another advantage for the student who live on campus. Or another thing is some student who do not live on campus cannot manage their time very well, they have to balance to times of commuting and the time for their homework assignments, or studying for class, and that make their grades go down without getting noticed.

So In general, having a commuter life can have many benefits as well as disadvantages. However, ones can inhibit the disadvantageous of having to spend time commuting by applying the following tips. These approaches serve as useful mean to further enhance commuter's performance in terms of time management and efficiency. These tips include:

Make a time schedule for yourself

Since you are a commuter it is very necessary to balance your time between playing and learning. Because a lot of commuter have that problem, they play more than they study so that make their grade went down, and that is not a

good thing.

Choose a place to rest between long break time

In our survey of 9 TXWES students I find that there are 4 students chose to rest in the library, 1 will call their friend, and the remain don't know what to do, so that is a wasted of time if you just do nothing between it, as for me I usually spend my time doing my homework assignments in the library, and you can borrow a phone charger there too, another place is STC building, you can find microwave, vending machine, sofas in the resting area, or if you are an international student you can rest in the international office where you can get free coffee and teas and they also have 2 computers for you.

Schedule your class as close to each other as possible

It will make your life way more easier, you will not have to wait for hours between classes, you don't need to going home and staying home between class. It will save you a lot of time for your stuff.

Find a friend who live on campus

Every on-campus students who have a meal plan always have about \$100 or \$125 to use for West Express or Dora's, which they cannot use all of that in 1 semester so you can ask them about that and they usually accept to pay for you willingly" (Thao – TXWES's on-campus student Spring 2019) so this is very important for you, because you are far from your home, sometimes you need place to rest and they can provide that, maybe your phone is out of battery and you need a charger, they can provide that. So having a friend like that have tons of benefits that you can take advance of.

Joining college activities if you can

This is your chance to make new friends, the student who live on campus usually have a lot of friends because the environment they live in, but with you – the one who aren't usually at school can have problem making new friends, so attend to school's activities is a good idea if you like to

live socially "I'll be a junior this coming fall, and the past 2 years I have found that by being a commuter, it is harder to meet people and make friends. I have 4 good friends on campus, but they are all friends from high school." (Fillion).

Find your parking place

Commuter should be able to arrive school at least 10 minutes earlier to find where to park first" (Duy Nguyen – TXWES's year 2 commuter student). From my experience, this is very important, because you need time to find where to park and the parking lots are usually crowded, so in my experience lot K, International Office near almost every classroom, the always-got-a-spot-for-you-whether-you-are-late-or-not parking lots is opposite the dorm area.

Enjoy your college experience

You need to learn to enjoy your time as a college student no matter how hard it is. It is college, it will take you 4 years of your life. You need to make it worth it or you may regret about it.

So this is it, this is the life of a commuter, as you can see, it has it advantages and drawbacks, but in my opinion, it is depends on your personality your situation. A lot of people I know chose to live on their college campus's for the "college experience". But you will also have your own unique " college experience " when you are a commuter students. And for me I chose to be a commuter because of that unique experience. But being a commuter's means you need to have responsible for your study, you cannot blame the commuting job make your grade went down, or a lot of other problems you will find.

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