

How Faculty Can Help Freshmen With Time Management

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Start with the idea that time management is a challenge for most of us. Add to this the fact that most students have had little or no training and practice in managing their own time commitments.

The three key concepts:

1. Realistic assessment
2. Advance planning
3. Consistent tracking

How can you help students develop these skills?

1. Talk explicitly to your students about this topic

- Expected time demands of college coursework
- Typical prep times for your class activities
- Suggested intervals for advance planning
- Appropriate tools for tracking time commitments

2. Design your course to facilitate good time management

- Provide detailed information about major tasks (papers, tests, projects) in your syllabus
- Include due dates in your syllabus (minimize use of “TBA”)
- Provide significant advance notice for all schedule changes
- Consider specifying milestones in your syllabus and class materials

3. Consider including lecture content and assignments that address time management issues

- At the start of the semester, rough out a live demo calendar for the semester for your class. Assigning students to turn in a calendar with sleep, eating, work, class time, and study time for a small amount of credit
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