

SKILLS DEVELOPMENT ASSIGNMENTS FOR STUDY TECHNIQUES

Time Management

Reading Assignment

Request the following textbooks:

On Course Strategies for Creating Success in College and in Life – Mastering Self-Management

A Pocket Guide to College Success – Using Time Wisely

Read the selected chapters pertaining to time management and organization, and take notes while you read.

Internet Assignments

Internet Video Lessons – Review the following online videos. Take notes while you watch.

[Time Management I](#)

[Time Management II](#)

Application of Learning

Evaluate your own time management practices. In a one-page summary, indicate areas that need improving and why. Create a plan of action for how you will use your time more effectively in the future using what you have learned.

Assessments

Ask your Skills Development Instructor for the final reflection for this assignment entitled *Reflection is Part of Learning*.