

NAME \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_

**MAT0012/MAT0020**

**STUDY SKILLS ASSIGNMENT**

**TEST 1: TIME MANAGEMENT**

Algebra is a hands-on subject. To learn algebra, you need time to practice the homework problems and time to prepare for tests and quizzes. For every hour you spend in class, you should set aside one to three hours outside of class to complete assignments, attend study sessions, or schedule tutoring appointments.

**CHOOSE ONE OF THE FOLLOWING OPTIONS.**

**OPTION 1: Strategy Seminar**

Attend the Strategy Seminar "Managing Your Time" in ETA230. Attendance and participation is verified by having the presenter sign your homework and lab assignment sheet in the appropriate section. (Students enrolled in 12-week or "Express" terms may substitute another seminar. The Strategy Seminar Schedule is available online at <http://www.pbcc.edu/x4166.xml>.)

**OPTION 2: Managing your time**

Complete the activity below and attach all work to this assignment sheet.

- 1) **Determine your available study time.** On a separate sheet of notebook paper, list all of your obligations during a typical week (including work, family, friends, classes, meals, sports, relaxation, travel, and grooming). Add up the total number of hours these obligations represent. Add to that total 56 hours for sleep. Subtract this amount from 168 hours (the total number of hours in a week). The difference is the amount of time you have for studying.
- 2) **Schedule your math study time.** Use the **Day** and **Weekly Planners** to schedule your math study time on a daily and weekly basis. Choose times when you are most alert and least likely to be distracted. (Have distinct starting and stopping times and try to stick to them.) .On the **Term Planner**, write down the test and quiz dates or assignment deadlines for the courses you are taking so you can plan ahead for any conflicts.

## DAY PLANNER

DATE: \_\_\_\_\_

7:30 AM		3:00 PM	
8:00 AM		3:30 PM	
8:30 AM		4:00 PM	
9:00 AM		4:30 PM	
9:30 AM		5:00 PM	
10:00 AM		5:30 PM	
10:30 AM		6:00 PM	
11:00 AM		6:30 PM	
11:30 AM		7:00 PM	
12:00 PM		7:30 PM	
12:30 AM		8:00 PM	
1:00 AM		8:30 PM	
1:30 PM		9:00 PM	
2:00 PM		9:30 PM	
2:30 PM		10:00 PM	

## WEEKLY PLANNER

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 AM							
2:20 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							

