

G.A.P.S Presents

Productive Time Management: College Edition



GARY ALUMNI PATHWAY TO STUDENTS

About Me



YOUR NAME

HOMETOWN:

HIGHSCHOOL:

CHARCUTERIE AND FRUIT DISPLAY BUSINESS: PASSIONS
FRUITOPIA AND CHARCUTERIE LLC

BATH AND BODY PRODUCT LINE: PASSIONATE PAMPERING
LLC

CO CREATOR OF YOUTUBE SHOW: LISA & RASHEIDA LLC (OVER
15K SUBSCRIBERS)

PUBLISHED AUTHOR: "CHARCUTERIE 101: THE BEGINNER'S
GUIDE TO CREATING DELICIOUS AND ARTFUL BOARDS"

Freshman vs. Sophomore

FRESHMAN



REQUIRED MORNING LABS

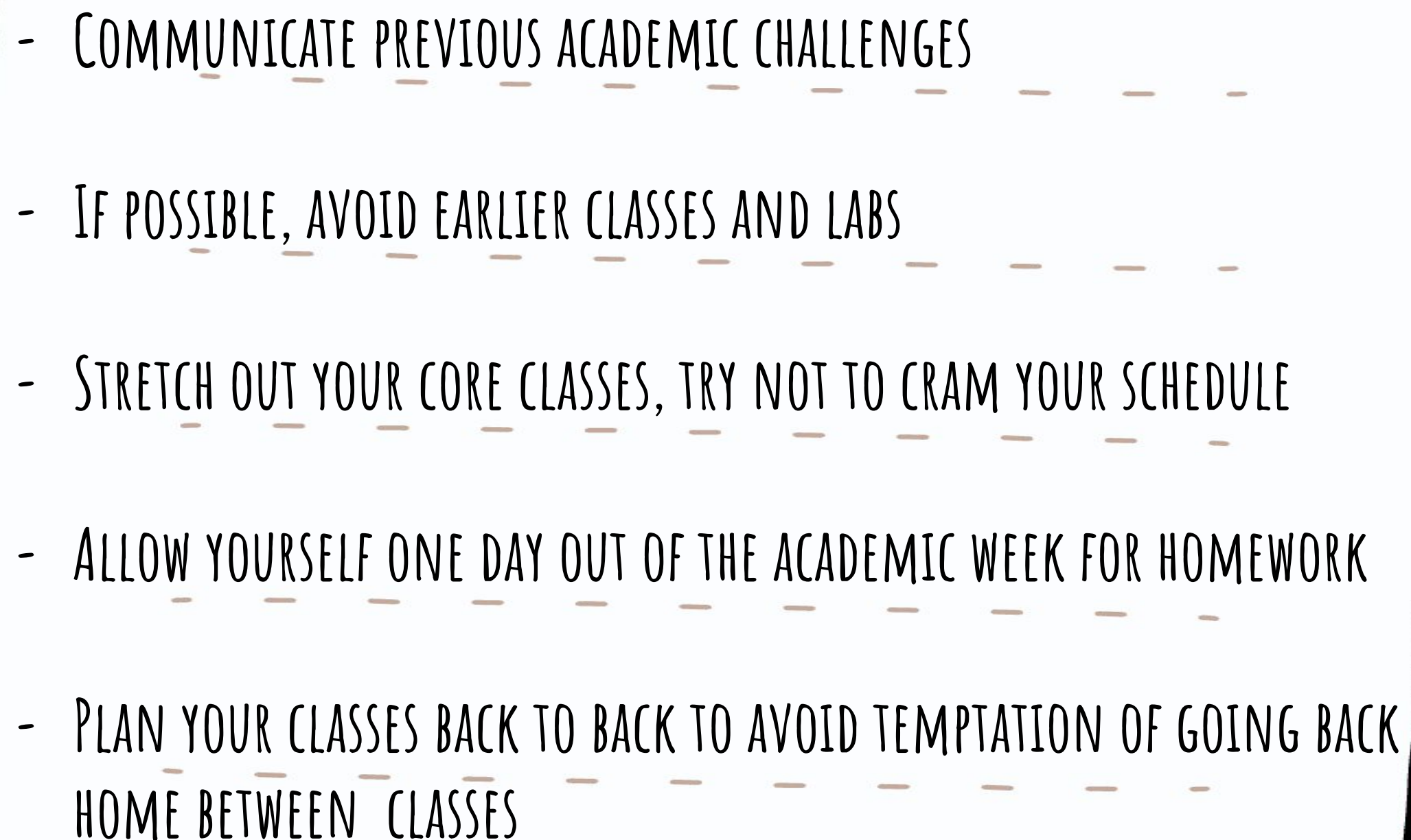
- UNDERSTANDABLY STILL GETTING ADJUSTED TO HIGH SCHOOL VS COLLEGE TRANSITION
- DORMS/COMMUNITY
- WEED-OUT CLASSES
- 12-15 CREDIT HOURS

SOPHOMORE

- MORE LAXED SCHEDULE
- MAJOR LOCKIN
- CAMPUS JOBS/WORK STUDY
- MAJOR LAYOUT REQUIREMENTS
- INTERNSHIP PREPARATION
- 15-20 CREDIT HOURS



Initial Advising Appointment & Schedule Planning

- 
- COMMUNICATE PREVIOUS ACADEMIC CHALLENGES
 - IF POSSIBLE, AVOID EARLIER CLASSES AND LABS
 - STRETCH OUT YOUR CORE CLASSES, TRY NOT TO CRAM YOUR SCHEDULE
 - ALLOW YOURSELF ONE DAY OUT OF THE ACADEMIC WEEK FOR HOMEWORK
 - PLAN YOUR CLASSES BACK TO BACK TO AVOID TEMPTATION OF GOING BACK HOME BETWEEN CLASSES

Ways to Manage..



01

Daily Paper Planner

- Happy Planner
- Papier
- Passion Planner

02

Google Calendar

- Separate tabs for splitting up activities

03

Digital Planner

- Etsy
- Canva
- Create Your Own
- Google Docs

Weekly Assignment To-Do List

IMPORTANT!

**START
HERE**

GOOGLE DOCS/MICROSOFT WORD DOCUMENT

- HIGHLIGHT COMPLETED ASSIGNMENTS A DESIGNATED COLOR
- DATE THE ASSIGNMENTS BY DUE DATES
- DETAIL THE CLASS AS WELL AS THE ASSIGNMENT TITLE

Mon

- Soc Assignment

- Criminal Justice Assignment

- MA 158 Assignment

Tue

- HDFS Assignment

- MA 158 Assignment

Wed

Thu

- Soc Assignment

- HDFS Assignment

- MA 158 Assignment

Fri

- Soc Assignment

Sat

- Soc Assignment

- MA 158 Assignment

Sun

Syllabus Planning

DON'T FORGET

GOOGLE SPREADSHEET/EXCEL SPREADSHEET

- START WITH THE SYLLABUS COURSE SCHEDULE, ADD ASSIGNMENTS AS NEEDED
- DESIGNATE A HIGHLIGHTING COLOR FOR EACH COURSE
- IF POSSIBLE, GROUP TOGETHER SIMILAR ASSIGNMENTS DESPITE THE CLASS
- INCLUDE EXAMS AND QUIZZES

Class	Assignment	Due date	Time	Is It Done?
English	Intro paper	January 10	11:59 PM	TRUE
Biology	Syllabus quiz	January 12	10:30 AM	TRUE
English	Syllabus quiz	January 17	9:00 AM	TRUE
English	Chapter 1 & 2 quizzes	January 17	9:00 AM	TRUE
Calculus 2	Hw 1	January 19	11:00 PM	TRUE
Calculus 2	Hw 2	January 19	11:00 PM	TRUE
Calculus 2	Hw 3	January 19	11:00 PM	TRUE
Calculus 2	Hw 4	January 19	11:00 PM	TRUE

Find Time For Nutrition



Breakfast

- Breakfast is normally earlier in the morning (7-9 a.m.)
- Try to keep grab & go breakfast foods in your dorm
- Ex. Muffin, Fruit, Cereal

Dinner

- It helps to keep yourself on a dinner schedule to ensure your not eating too late
- Try not to get caught up in studying and forget about dinner

Lunch

- Use your planner to allot a lunch time for yourself based on your schedule
- Keep a snack in your bag just in case
- Ex. Chips, Pretzels, Fruit Cup



stay
RELAXED

Sunday Reset

have
a
nice
day

- Complete your weekly planner
- Schedule any research labs required
- Meal Prep
- Complete tasks written in your to-do list from the previous week
- Consider things that help you unwind, do them

Final Exam Time

WORK

- There will be no classes during finals so in order to keep a balance of studying and relaxing, plan well
- Remember, your most challenging classes will need more study attention
- Test out study habits during the semester, therefore you will have it mastered for finals
- Maximize your time by planning a wake-up and bedtime
- Find a perfect space study space based on your preference

PRIORITIZE



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Questions?

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