The top-left portion of the slide features a complex, abstract graphic composed of several thin, black, overlapping lines. These lines form various geometric shapes, including triangles and polygons, some of which are nested or intersected by others, creating a sense of depth and movement. The lines are black and set against a plain white background.

# MANAGING YOUR SCHEDULE (SO IT DOESN'T MANAGE YOU)

Melissa Norton, *Director*

Learning & Accessibility Services (LAS)

Fall 2024

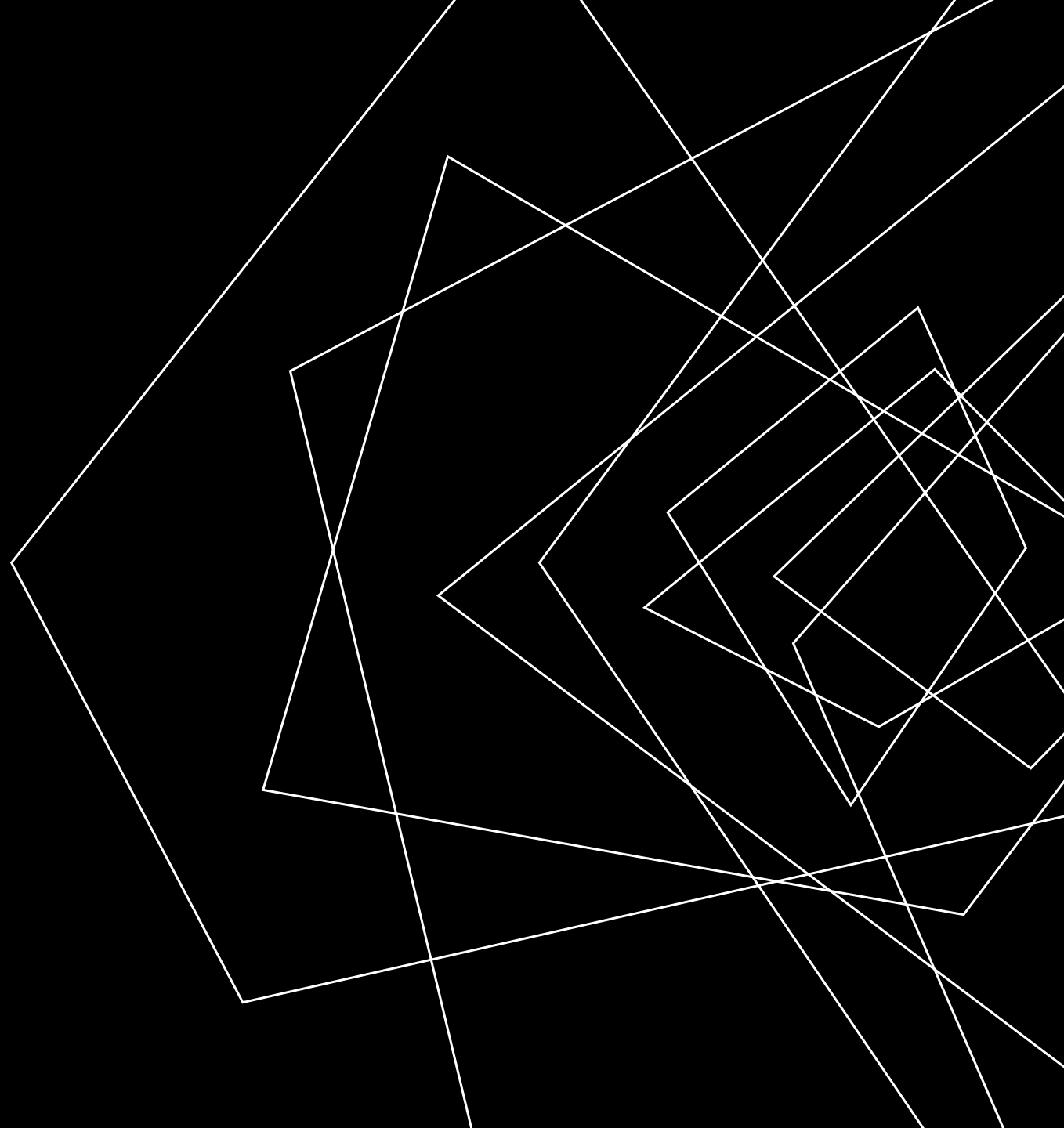
# AGENDA

Foundational Ideas

Practical steps

Tools

Application



# BIG IDEAS

Time Management

Time realism

Agency/choice

Self-control

# BIG IDEAS

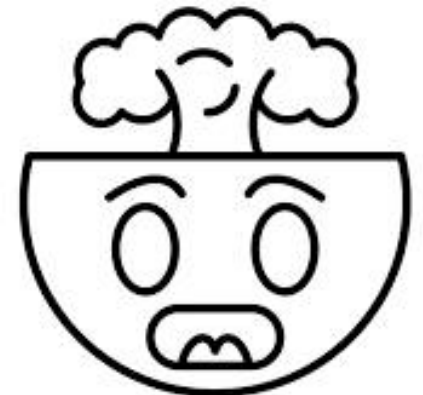
## Time Management

Time realism – Having an accurate view of how much time you have and what you can do in that amount of time

Agency/choice – “Free time” is an illusion. It doesn’t exist. It’s just time where you have more agency/choice in how you use it.

Self-control - Am I doing the thing I set out to do? If not, why not?

Your self-control is only as good as your strategies.



## SELF-REFLECTION

Why are you here? Where do you find you struggle when it comes to managing your schedule?

Inaccurate time realism (you don't have a good sense of how long things actually take)

Your time is unstructured and gets away from you

You don't know what tools/strategies work for you

Disorganization

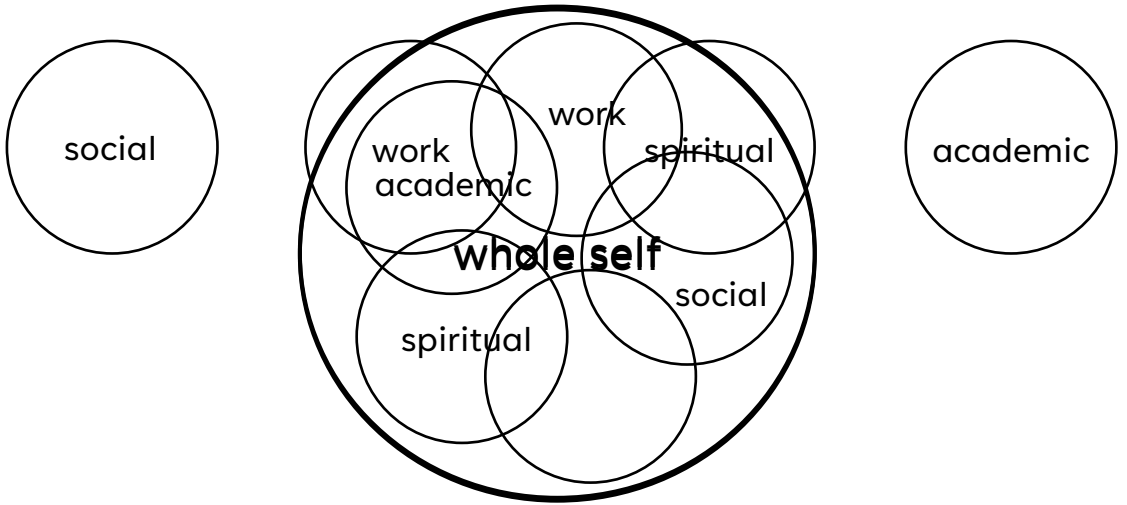
Motivation/self-control

All-or-nothing thinking



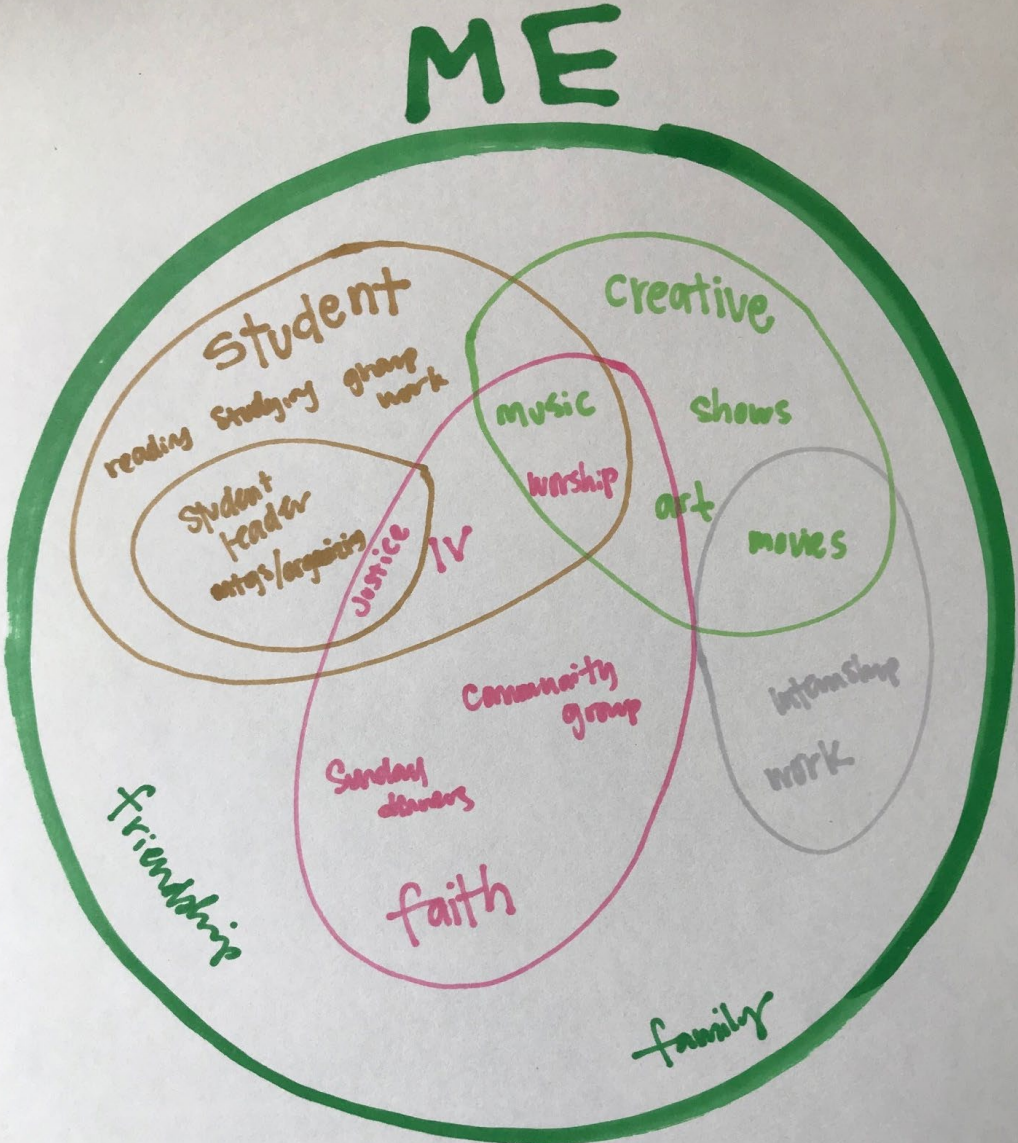
# CORE VALUES

You are not many people,  
you are one person with a finite amount of time.



# A MAP OF YOU

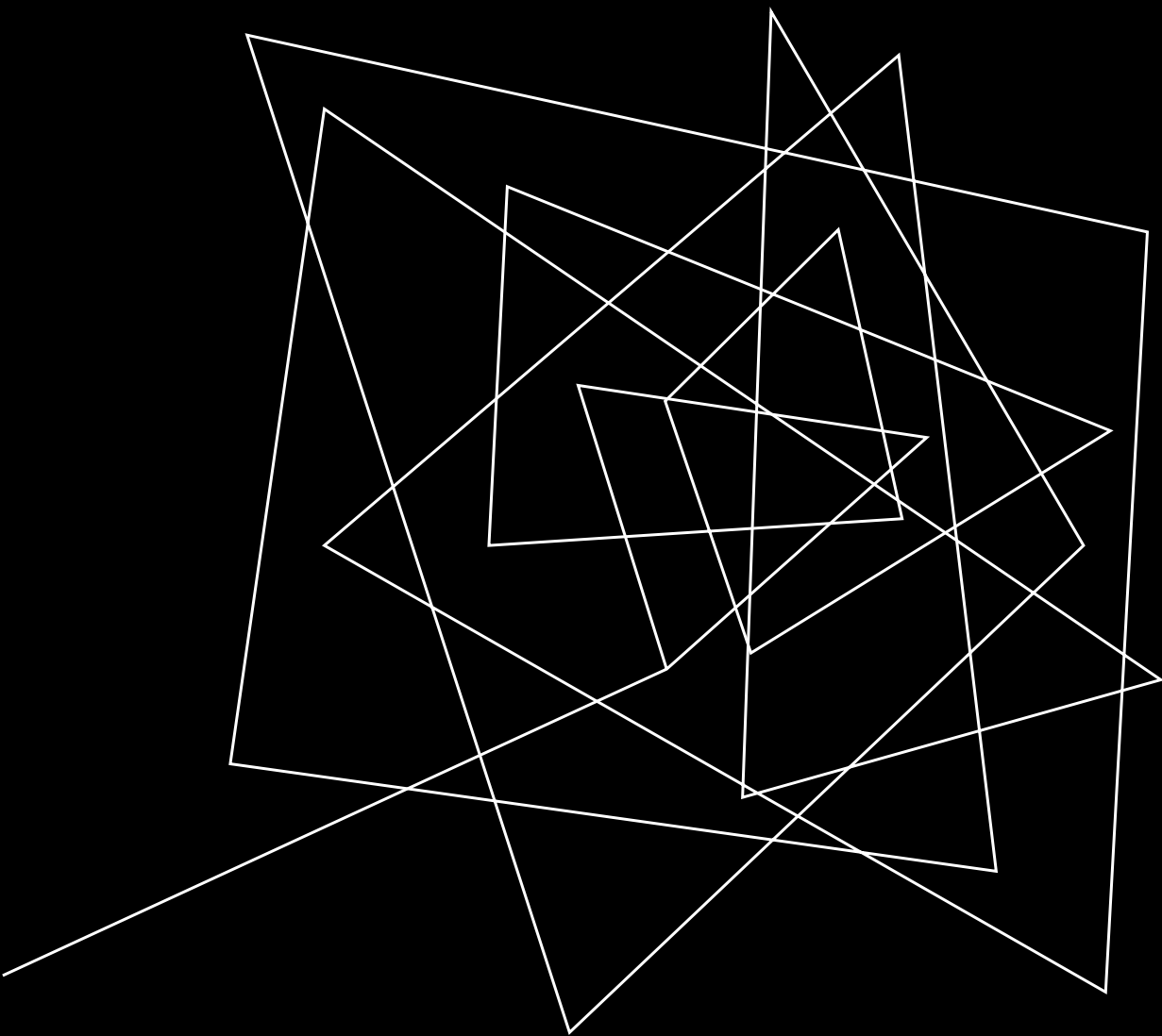
- VALUES
- PRIORITIES
- GOALS
- YOUR "WHY"



## BIG IDEAS (RECAP)

- 1) You are not many people, you are one person with a finite amount of time
- 2) Your schedule should reflect your goals/values
- 3) Uphold boundaries and build in margins
- 4) Find the tools/strategies that work for YOU
- 5) Know your “why” (i.e. the more abstract, distant rewards)





# PRACTICAL STEPS

Semester calendar

Weekly schedule

Daily to-do list

Motivation/self-control

# THE BASICS

Semester Calendar

Weekly Schedule

To-do  
List

# SEMESTER CALENDAR

Includes: Due dates for projects, papers, exams...anything you need to anticipate in advance

Advantages:

- Reduces anxiety by having all the big due dates in one place and not just in your head or on individual syllabi
- Allows you to scaffold, break things down into smaller steps
- Visual and spatial
- Color-code classes

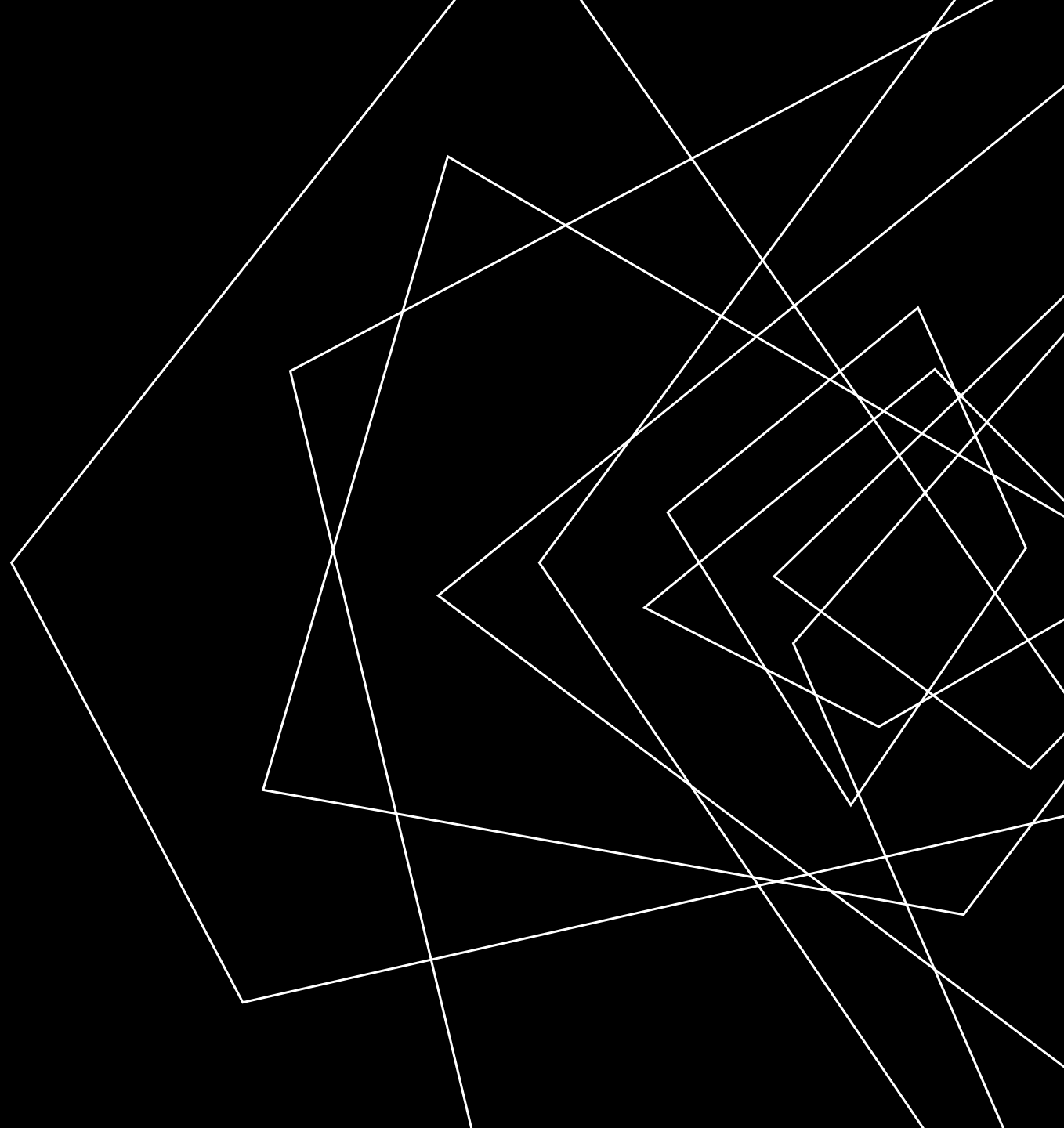
Adaptations: Paper or computer based, excel spreadsheet

APRIL 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
		Spiritual Practice #5 - continue Spiritual Practice		Email to Vincent Donovan		
7	8	9	10	11	12	13
		Gospel-centered life Lesson 5			Last day to drop with W or elect P/F	
14	15	16	17	18	19	20
		Gospel Reading Reflection + G-C Life Rubric		AR Brief #3	Theological Synthesis paper (6-Bpgs)	
21	22	23	24	25	26	27
		Creative rep. of personal spiritual life Spiritual Practice #6		CFM plan		
28	29	30	1	2	3	4
Reading Day	FINAL EXAMS	FINAL EXAMS	BITH Final P30	Reading Report 2 Spiritual Adaptive Action Plan Annotated bib + PulcPE	FINAL EXAMS	FINAL EXAMS
					Last day of classes	



YOU'RE SAYING  
"NOOO THIS IS  
TERRIBLE. TOO  
MUCH  
STRUCTURE!!!!"

WELL, SAY HELLO  
TO MY LITTLE  
PLANT FRIEND  
AND HIS TRELLIS.





# TO-DO LIST

## Includes:

- Random things you don't want to forget – personal or otherwise
- Tasks should be broken down into smallest parts to be manageable and time-bound

## Advantages:

- Can adapt to needs for each day
- Include personal items such as “pay my phone bill” or “call grandma”
- Reduces mental load/background anxiety
- Awareness if something isn't getting done



# MOTIVATION/SELF-CONTROL

- Remember your “why” and keep coming back to it. How does what you’re doing now lead you to your future goals/rewards?
- Find the tools and strategies that work for you and promote self-control (ex. involve others)
- Ongoing assessment to find what is working and not working for you:
  - Low-fi paper or tech-based
  - Visual or not (beware of out-of-sight out-of-mind)
  - Apps or not
  - Visual timers
  - Paper or digital formats
  - Making appts, involving others





# APPLICATION

1

Semester Calendar:

Take out your course syllabi

Utilize Google Calendar or Semester Calendars to input all due dates



2

Weekly Schedule:

Structure it

Include: classes, personal weekly items, mealtimes, sleep, transitions, study what/where

Does it reflect you?

Does it seem realistic?

3

Resource yourself:

Do you need to unpack these ideas more? Need support?

Schedule with LAS, peer coach, writing center (as applicable)

Look at our website for more [wheaton.edu/las](http://wheaton.edu/las)

4

Make a MAP OF YOU:

Values  
Priorities  
Goals

This should be an anchor when things get confusing and you don't know where you should be focusing your time.