WEBINAR GOALS

During this webinar you will learn how to…

01 ANALYSE YOUR USE OF TIME
02 ORGANISE AND PRIORITISE TASKS
03 OVERCOME PROCRASTINATION
04 PREPARE FOR ACADEMIC SUCCESS
05 ACCESS SUPPORT & STUDY RESOURCES
GOOD TIME MANAGEMENT

is not just about planning your study and prioritising tasks. It is also about self-awareness. It is important to develop a deeper understanding of...

- how you use your time well
- when you learn best (are you an early bird or a night owl?)
- how you might mismanage your time

Becoming aware of your study behaviours will help you develop study skills to enhance the efficiency and effectiveness of your study time!
TIME MANAGEMENT

YOUR CURRENT USE OF TIME

1. Do you use your time well?
   - Always
   - Mostly
   - Somewhat
   - Not at all

2. How do you currently plan your time?
   - Down to the last minute
   - Carefully
   - A bit
   - Not at all
TIME MANAGEMENT

YOUR CURRENT USE OF TIME

1. How might you mismanage your time?

2. Do you have trouble getting started on a task?
PLANNING AHEAD

PLANNERS -- A STRATEGY FOR EFFECTIVE TIME USE

The following planners can be downloaded from the Student Learning Support website here…

http://sls.navitas-professional.edu.au/clone-time-management

- Assignment summary planner
- Term planner
- Weekly planner
- Daily planner
# Assignment Summary Planner

## Assignment Summary (example)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Assessment type</th>
<th>Question/task</th>
<th>Length</th>
<th>Due date</th>
<th>%</th>
<th>Final mark %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COUN1011</strong> Counselling skills 1</td>
<td><strong>Ass. 1</strong> Reflective essay</td>
<td>Analyse your experience of a counselling session</td>
<td>1,500 words</td>
<td>Wk 7</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>&amp; Summary</strong></td>
<td>Transcript of counselling session</td>
<td>No limit</td>
<td>Wk 7</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Ass. 2</strong> Learning journal</td>
<td>Weekly journal entries for 12 weeks: 5 key skills, verbatim examples, analysis of skills, competency, literature (link ideas to theory).</td>
<td>Total 3,900 300 wds pw</td>
<td>Wk 12</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>&amp; Summary</strong></td>
<td>Summary of journal and discussion of experience of skills use</td>
<td>300 words</td>
<td>Wk 12</td>
<td>Included with journal</td>
<td></td>
</tr>
<tr>
<td><strong>BESC1011</strong> Interpersonal Comm.</td>
<td><strong>Ass. 1</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Ass. 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Week</td>
<td>Week Ending</td>
<td>Mon</td>
<td>Tues</td>
<td>Wed</td>
<td>Thurs</td>
<td>Fri</td>
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<tr>
<td>1</td>
<td>28 Sept</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>5 Oct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12 Oct</td>
<td></td>
<td>Start research Ass 1</td>
<td></td>
<td>Check topic with educator</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>19 Oct</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>26 Oct</td>
<td></td>
<td>Send Ass 1 to Smarthinking</td>
<td></td>
<td>Proof read &amp; check referencing Ass 1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2 Nov</td>
<td></td>
<td></td>
<td>Start research Ass 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9 Nov</td>
<td></td>
<td>Check topic with educator</td>
<td></td>
<td></td>
<td>Start writing Ass 1</td>
</tr>
<tr>
<td>8</td>
<td>16 Nov</td>
<td></td>
<td>Start research Ass 2</td>
<td></td>
<td>Check topic with educator</td>
<td>Send Ass 1 to Smarthinking</td>
</tr>
<tr>
<td>9</td>
<td>23 Nov</td>
<td></td>
<td>Review &amp; edit Ass 1</td>
<td></td>
<td>Proof read &amp; check referencing Ass 1</td>
<td>Assignment 1 Due</td>
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<tr>
<td>10</td>
<td>30 Nov</td>
<td></td>
<td>Start Research Ass 2</td>
<td></td>
<td></td>
<td>Send Ass 2 to Smarthinking</td>
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<tr>
<td>11</td>
<td>7 Dec</td>
<td></td>
<td>Check topic with educator</td>
<td>Start writing Ass 2</td>
<td></td>
<td>Review &amp; edit Ass 2</td>
</tr>
<tr>
<td>12</td>
<td>14 Dec</td>
<td></td>
<td>Send Ass 2 to Smarthinking</td>
<td></td>
<td>Review &amp; edit Ass 2</td>
<td></td>
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<tr>
<td>13</td>
<td>21 Dec</td>
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### WEEKLY PLANNER

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-8am</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>8-9am</td>
<td><strong>Counselling Class</strong></td>
<td>Study at home</td>
<td>Study at ACAP</td>
<td>Work</td>
<td>Work</td>
<td>Study at home</td>
<td></td>
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<tr>
<td>9-10am</td>
<td></td>
<td></td>
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<tr>
<td>10-11am</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>11-12pm</td>
<td>Study at ACAP</td>
<td></td>
<td>Organisational Behaviour Class</td>
<td></td>
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<tr>
<td>12-1pm</td>
<td></td>
<td></td>
<td></td>
<td>Free time</td>
<td></td>
<td>Free time or assignment writing</td>
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<tr>
<td>1-2pm</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>2-3pm</td>
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<td>3-4pm</td>
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<tr>
<td>4-5pm</td>
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<tr>
<td>5-6pm</td>
<td>Intro to Contemporary Society Class</td>
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<tr>
<td>6-7pm</td>
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<tr>
<td>7-8pm</td>
<td></td>
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<tr>
<td>8-9pm</td>
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</tbody>
</table>
PLANNING AHEAD

DAILY PLANNER

Things to do today

1. Read Egan ch. 6
2. Get advice from librarian about articles for assignment 1
3. Babysit Kiara 7 p.m.
4. Call plumber
5. Do essay plan for assignment 1
6. .......................................................... ..........................................................
THE NEXT STEP

AFTER PLANNING... START DOING

Use the timeslots in your plans wisely, remember...

**Quality is more important than quantity!**

- **Short time slots** (up to 30-45mins) can be used to... Review class notes, complete short readings, jot down ideas and essay plans

- **Medium time slots** (45mins to 2hrs) can be used to... Search for sources, read sources and take notes, write sections of an assignment, proofread assignments

- **Long time slots** (more than 2hrs) can be used to... Do extensive reading, write assignments, review and revise assignments
GET TO KNOW IT... SO YOU CAN BEAT IT

Why do we procrastinate?

- Fear and anxiety about the task we need to do
- It's difficult to concentrate
- Poor time management
- There's nowhere quiet to work
- Any or all of the above
## PROCRASTINATION

### GET TO KNOW IT... SO YOU CAN BEAT IT

<table>
<thead>
<tr>
<th>Reason for procrastination</th>
<th>Possible solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrealistic expectations and perfectionism</td>
<td>• Start the task right away and do your best.</td>
</tr>
<tr>
<td></td>
<td>• Revise later.</td>
</tr>
<tr>
<td></td>
<td>• It’s OK to fail sometimes. Ask for help to improve next time.</td>
</tr>
<tr>
<td>Fear and anxiety about the task</td>
<td>• Break the task into small parts.</td>
</tr>
<tr>
<td></td>
<td>• Set small goals.</td>
</tr>
<tr>
<td></td>
<td>• Do one task at a time.</td>
</tr>
<tr>
<td>Difficulty concentrating</td>
<td>• Work out when and where you study best.</td>
</tr>
<tr>
<td></td>
<td>• Organise your space.</td>
</tr>
<tr>
<td></td>
<td>• Review notes before starting to write.</td>
</tr>
<tr>
<td></td>
<td>• Use a worry pad.</td>
</tr>
<tr>
<td>Poor time management</td>
<td>• Record your use of time and categorise it.</td>
</tr>
<tr>
<td></td>
<td>• Make a term planner, weekly schedule and daily priority list.</td>
</tr>
</tbody>
</table>
ACADEMIC SUCCESS

TEN STEPS TO ACADEMIC SUCCESS

- Organise your time, space and mind for study!
- Develop a study plan and follow it
- Be proactive and talk to your educator if you don’t understand something
- Participate fully in learning activities
- Embrace technology
- Develop your networks! Find a study buddy, ask questions on Facebook, the online Student Lounge, the classroom
- Start assessment tasks early
- Get help from Student Learning Support (SLS)
- Adjust your expectations and stay focused… Believe in yourself
- Complain and moan from time to time if this makes you feel better… But only if you are following steps one to nine!
TIME MANAGEMENT

GET MORE INFORMATION HERE

http://sls.navitas-professional.edu.au/

Studying Successfully at ACAP
- Learn To Use Your Online Class Space
- Time management
- Reading
- Note-taking
- Group Work Skills
- Motivation and Procrastination
- Learning Styles and Approaching Your Studies

Studying Successfully at NCPS
- Learn To Use Your Online Class Space
- Time management
- Reading
- Note-taking
- Learning Styles and Approaching Your Studies
- Motivation and Procrastination
- Group Work Skills
APPS TO HELP YOU

...GET ORGANISED FOR ANYTHING

Web based app [free] (HabitRPG):

https://habitica.com/static/front (also available for iOS & Android)

iPhone/iPad app [$2.99+] (EpicWin):


Android app [free] (LifeRPG):

CONTACT

YOUR FRIENDLY
STUDENT LEARNING SUPPORT (SLS) TEAM

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(02) 8236 8062
learningsupportsyd@acap.edu.au

ACAP Brisbane students
(07) 3234 4405
supportbris@acap.edu.au

ACAP Melbourne and Adelaide students
(03) 8327 2639
supportmelb@acap.edu.au
HOW DID WE DO?

PRESENTATION AND EVALUATION

We hope that you gained some useful knowledge from this webinar today that you can apply effectively in your future academic studies. Tomorrow you will be sent an email with the survey link, and links to these slides and other relevant materials.

We would love to get your feedback on this webinar to help us improve.

Please click on the link below to do our quick survey now (or do it tomorrow)

Survey link: https://www.surveymonkey.com/r/T318-Webinars

Thank You!
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Australian College of Applied Psychology
THANKS

Navitas Professional Institute Pty Ltd trading as the Australian College of Applied Psychology

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