# Time Management & Study Skills Workshop

## Time Management

<table>
<thead>
<tr>
<th>Steps to Success</th>
<th>Effective Study Session</th>
<th>Action Step</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remember (BIG Why)</strong></td>
<td><strong>25 min: FOCUS</strong></td>
<td>Create a structured calendar with at least 20 hours of guarded study time.</td>
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<tr>
<td><strong>Evaluate (Time spent)</strong></td>
<td><strong>5 min: BREAK</strong></td>
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<tr>
<td><strong>Structure (Commitments)</strong></td>
<td><strong>25 min: FOCUS</strong></td>
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<tr>
<td><strong>Tack on (Specifics)</strong></td>
<td><strong>5 min: BREAK</strong></td>
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<tr>
<td><strong>Track on</strong></td>
<td><strong>25 min: FOCUS</strong></td>
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<td>```</td>
<td><strong>15 min: BREAK</strong></td>
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### Pomodoro Technique

- **25 min: FOCUS**
- **5 min: BREAK**
- **25 min: FOCUS**
- **5 min: BREAK**
- **25 min: FOCUS**
- **15 min: BREAK**

## Study Skills

### Notetaking (Cornell Method)

- **Record Notes**
  - In class
  - Immediately after class
- **Reduce (Summarize Notes to One Sentence)**
- **Recall (Organize/Rehearse Notes According to Personal Learning Style/Preference)**
- **Next day, repeat as necessary**

### Textbook Reading (P2R Method)

- **Preview**
  - Skim introduction and headings
  - Turn headings into questions, write on a note page
- **Read**
  - Follow along with pen or pencil
  - Highlight main points, terms, and answers to questions
- **Remember**
  - Organize your notes through summaries, flash cards, or graphic organizers

### Action Step

- Take notes using the Cornell method in your next class.
- Use the P2R method on your next reading assignment.

## Ally Center Services

<table>
<thead>
<tr>
<th>Academic Mentoring Services (AMS)</th>
<th>Writing Center</th>
<th>Disability Services</th>
<th>Action Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-on-one and group workshops, time management and subject specific tutoring</td>
<td>One-on-one and group workshops, for any part of the writing process</td>
<td>Provides equal access for students with diagnosed disabilities and unique learning needs</td>
<td>Schedule an ALLY Center appointment at tinyurl.com/LBCAllyCenter</td>
</tr>
</tbody>
</table>

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