



Study Skills Induction for New Learners:

1. Managing Time and Setting Study Goals

Please note: these workshops are interactive!

Message the lecturer if you are unable to unmute your microphone during the session.

Session will start at: 12:00

Managing Time and Setting Study Goals: Workshop Content

Plan a strategy to manage self-study time for your first module

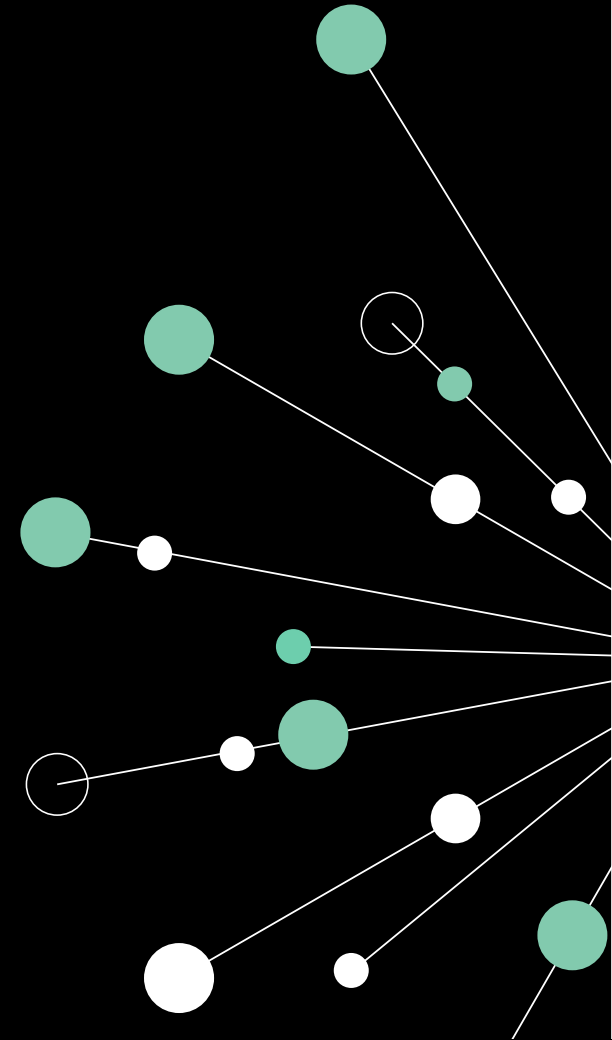
Explain the purpose of different time management apps

Create a timetable for completing a sample assignment using realistic goals

By the end of the lesson you will be able to:

Create goals to optimise self-study time during your first module.

Managing Time in Your First Module



Benefits of Good Time Management at University



Helps **prioritise tasks** and activities effectively.



Increases your **productivity** and **academic performance**.



Reduces stress and enables you to maintain a healthy work/life balance.

Effective Time Management

Task

1

In your work life do you often **procrastinate**?

2

Do you have any **strategies** for overcoming procrastination or **effective time management** in general?

3

Do you think these strategies will be **transferable** to your **university life**? Why or why not?

Time Management: Start with the 'Big Picture'

Start with the big picture - **plan out your term!**

Identify which **module** you are studying.

Open the module page on your VLE and **record** the assignment draft and final **submission deadlines**.

Download your **assignment brief**.

Get familiar with the **assignment question** to **read with purpose** throughout the term.

As you read, **take relevant notes** which will become your assignment's first draft.



Create Weekly, then Daily, Work Plans

After confirming your assignment deadline and question to complete:

- **Break down larger tasks** (such as completing the module's set reading) into **smaller, more manageable sub-tasks**, making these as **specific** as possible:



Uni work



Research leadership models covered in this week's reading (Wrigley, 2023, pp. 12-28), making notes related to my professional practice.

- Plan out **deadlines to complete** each '**sub-task**' – even if you don't finish in time, you'll be further along than you would without these!

Managing Time with Effective Goals

An effective way of making these sub-tasks attainable is by using SMART goals.

Task

1

What does the **SMART** acronym stand for?

2

Why are these components useful?

Managing Time with Effective Goals

SMART goals are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imebound.

Specific

Ask yourself what you would like to accomplish. Whether your goal is academic or professional, you should be able to explain it clearly and succinctly – detailing **how** and **when** it will be accomplished.

Measurable

How will you know when the goal is accomplished? You may find it helpful to **track your progress** as you work towards it, evidencing your academic or professional development.

Achievable

Whilst it is important to aim high, setting unrealistic goals may result in frustration and missed deadlines. Your goal should be challenging but accomplishable, **factoring in your commitments at work and at home.**

(Adapted from Purdue University Global, 2024)

Managing Time with Effective Goals

SMART goals are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imebound.

Relevant

How will accomplishing the goal develop your **skillset** – benefiting your academic performance or enabling you to succeed in the workplace?

Timebound

Determine when you would like to accomplish the goal, producing a **timeline for completion**.

(Adapted from Purdue University Global, 2024)



Managing Time with Effective Goals

SMART goals are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imebound.

Specific

Ask yourself what you would like to accomplish. Whether your goal is academic or professional, you should be able to explain it clearly and succinctly – detailing **how** and **when** it will be accomplished.

Measurable

How will you know when the goal is accomplished? You may find it helpful to **track your progress** as you work towards it, evidencing your academic or professional development.

Achievable

Whilst it is important to aim high, setting unrealistic goals may result in frustration and missed deadlines. Your goal should be challenging but accomplishable, **factoring in your commitments at work and at home**.

Relevant

How will accomplishing the goal develop your **skillset** – benefiting your academic performance or enabling you to succeed in the workplace?

Timebound

Determine when you would like to accomplish the goal, producing a **timeline for completion**.

(Adapted from Purdue University Global, 2024)

Managing Time with Effective Goals

Task

Is this an effective goal?



- On Mondays & Tuesdays 17:00-19:00 complete recommended reading before Wednesday lectures.
- Use SQ4R Method to read with purpose & make accurate notes for my assignment.

More on this in ACE's 'Reading and Notetaking' Workshop!

Managing Time with Effective Goals

Task

Is this an effective goal?



- Achieve a grade of 70% on my first university assignment.

Task

How could it be improved?

Managing Time with Effective Goals

Task

How could it be improved?



- Attend all module workshops & office-hour drop-in sessions to clarify any questions about the assignment brief.



- Attend ACE workshops on a weekly basis to improve my critical analysis, research skills, and academic writing style.



- Submit draft for feedback & book an ACE tutorial to discuss strategies for implementing tutor suggestions.

Managing Time with Effective Goals

Task

Set yourself a **goal** related to your studies for the week ahead and post it in the chatbox.

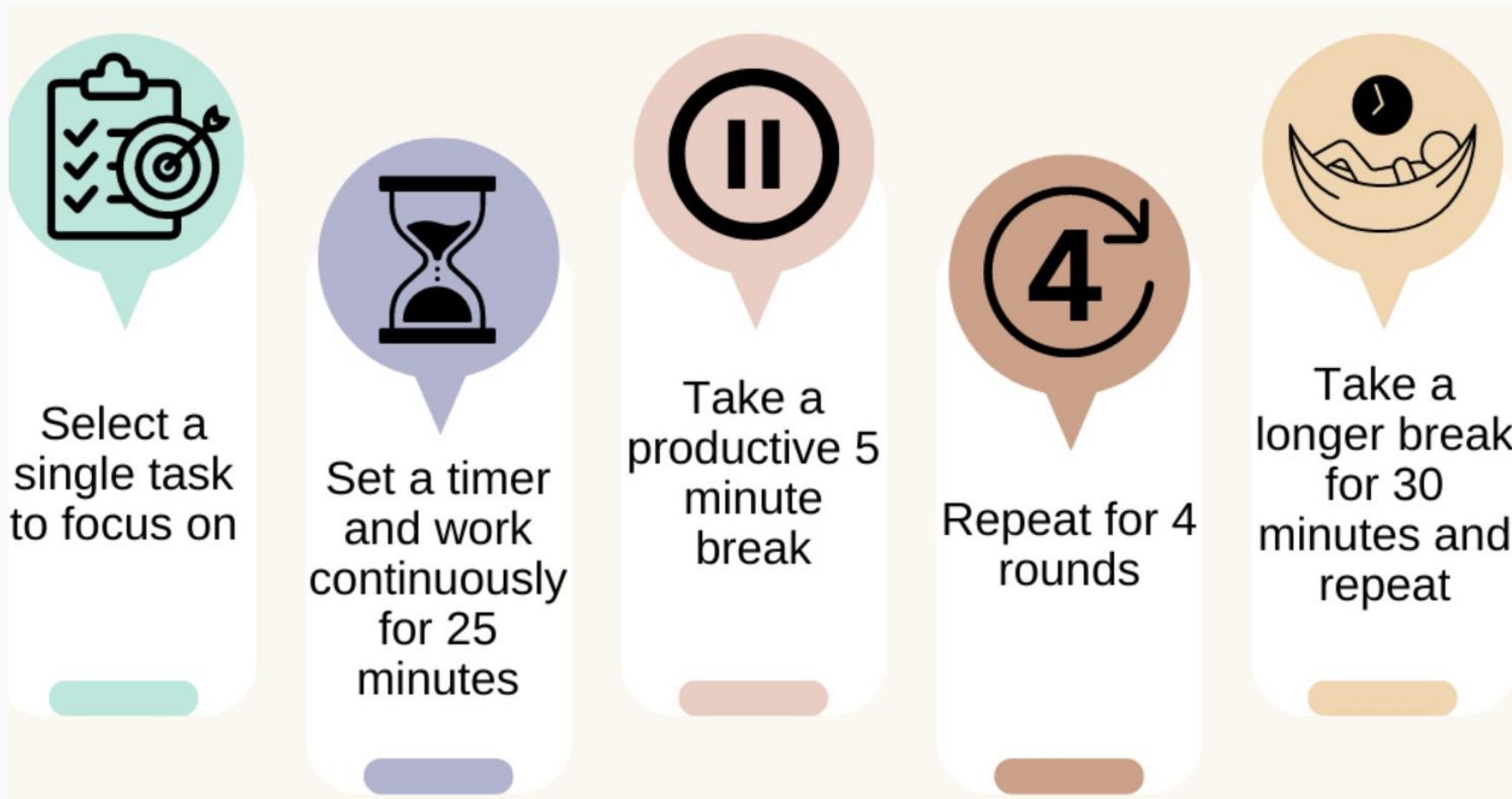
The goal could involve:

- reading part of a set text
- completing a pre-class activity
- familiarising yourself with a new system or portal at university
- arranging to meet a relevant stakeholder, etc.

More guidance can be found in the [ACE Quick Guide to SMART Goals](#).

Achieving Study Goals with the Pomodoro Technique

The Pomodoro Technique can help you utilise your self-study time more effectively to achieve your study goals:



(University of Pittsburgh, no date)

Study Goals Top Tips



Make a note of **how long you expect** each goal to take, using previous experience (if any) to estimate. Compare this with **how long it actually took** to learn from experience and plan accordingly in future.

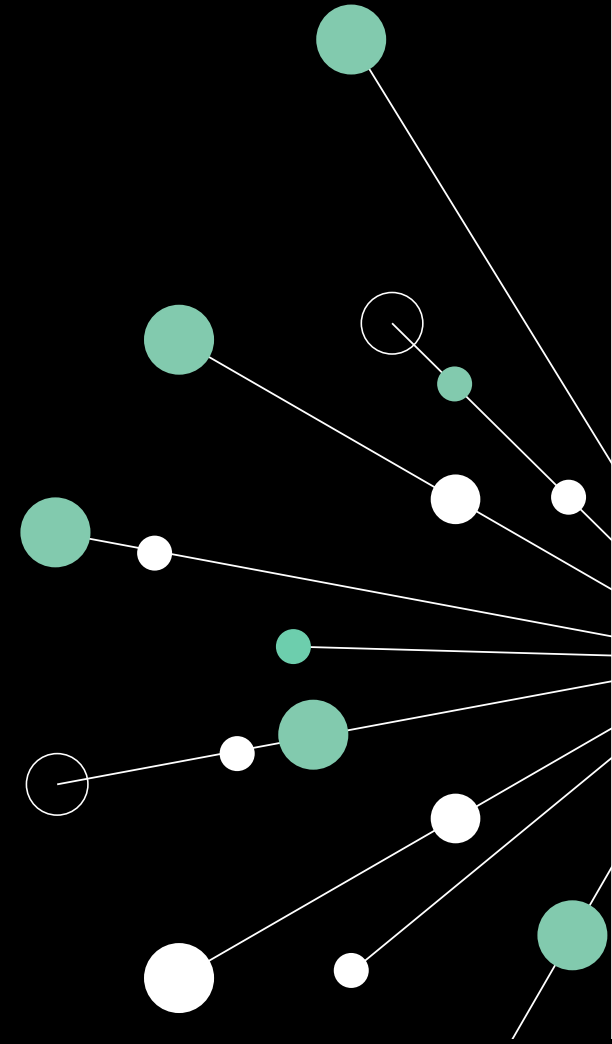


Work for only a **short time** on **each goal every day** (but ensure you do this regularly!) This will reduce burnout and procrastination.



Anticipate obstacles! For each of your study goals, produce a list of potential challenges – including any resources which may help you to overcome them.

Time Management Tools



Tools for Effective Time Management

Do you have experience using any of the apps below? If so, please unmute yourself and tell us about the benefits.

OneNote



Evernote



Padlet



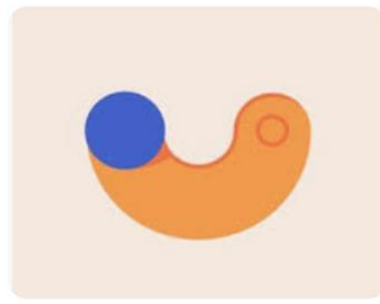
Microsoft To Do



Trello



Flipd



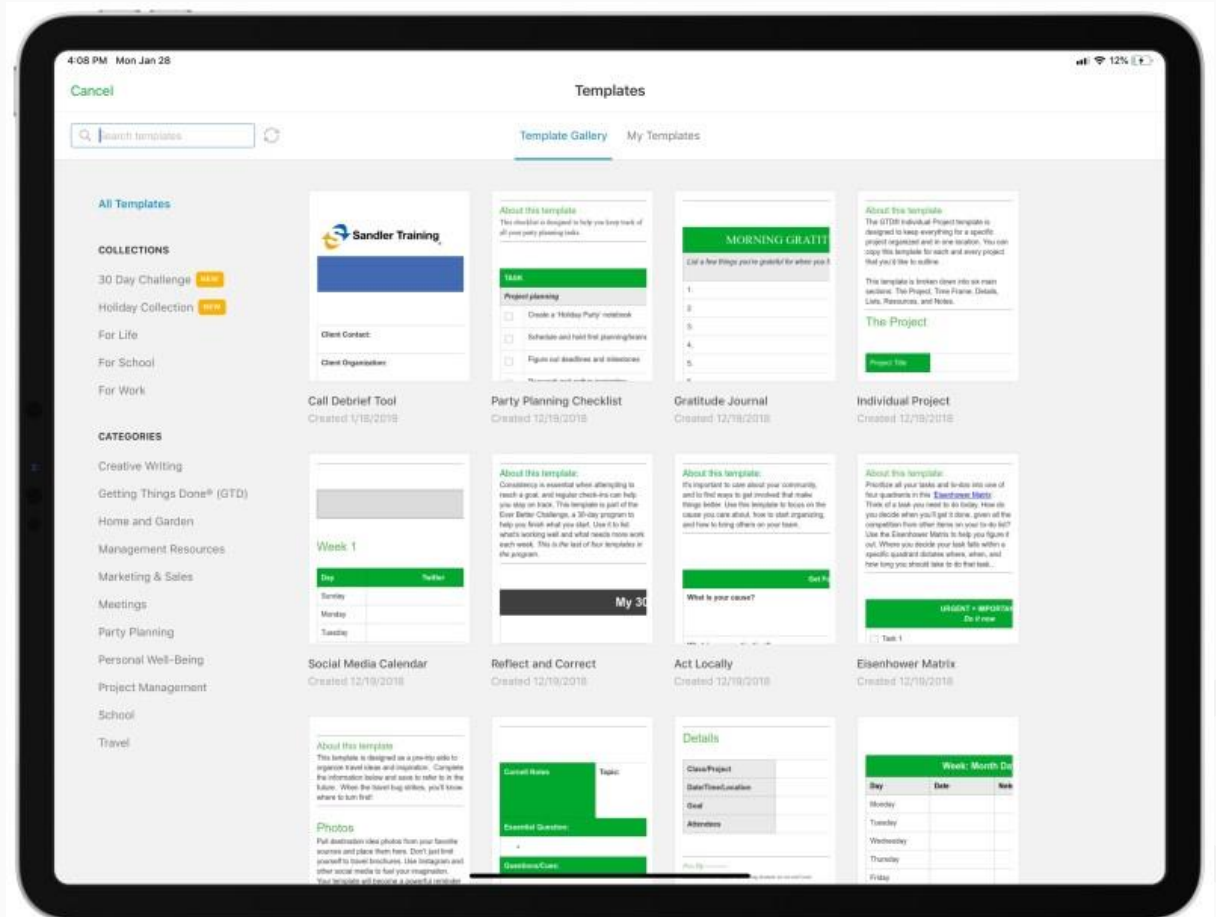
Ascent



Evernote

Key features

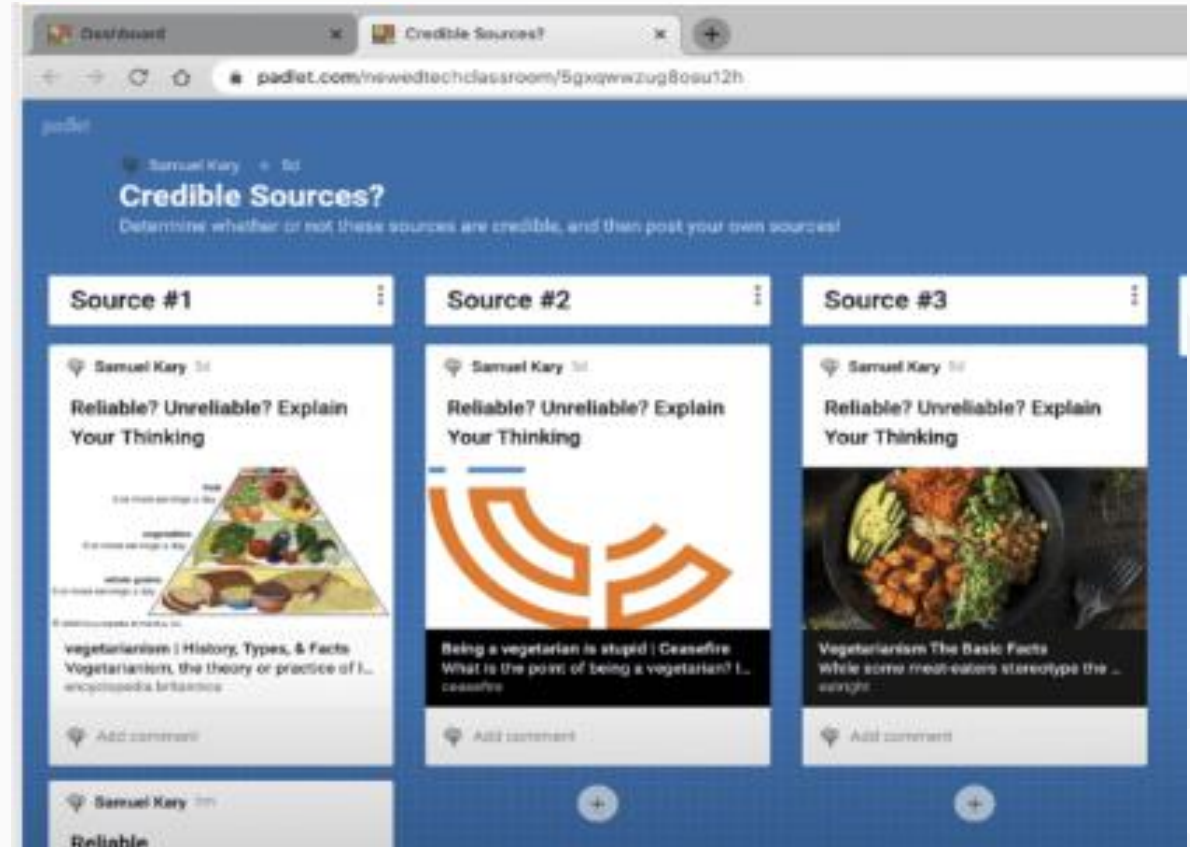
- Like OneNote, Evernote allows you to **take notes**, create **to-do lists** and **organise** your material.
- Evernote can also capture photos and **record voice reminders**, which could be useful for **auditory learners**.
- Some workplaces prohibit full versions of the Microsoft Office package – if so, **Evernote** is a **good alternative** to OneNote.



Padlet

Key features

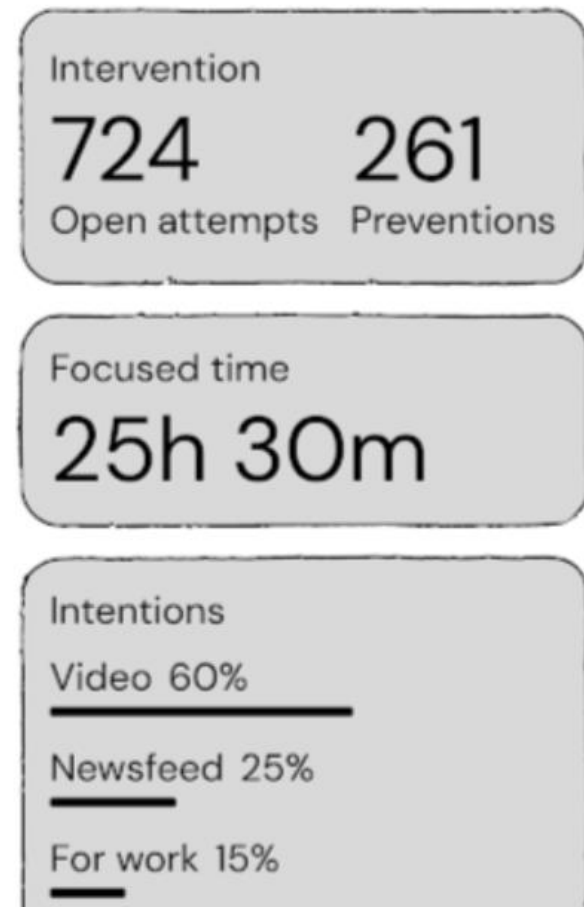
- Padlet collects your ideas through **text, links, images, videos**, bookmarks and more.
- The ability to store videos may be useful for Marketing degrees where **Vlogs** are analysed.
- There are **no restrictions from organisations** – Padlet can be accessed by anyone from anywhere.



Ascent

Key features

- Ascent **intervenes** when specific apps are opened during 'focused time' to help **resist digital distractions** while studying.
- The app provides **data** on device usage, further reinforcing **mindful usage** of devices **during study time**.
- Ascent could be particularly **useful** for learners with **ADHD**.



Time Management Apps Top Tips



Use time management apps in conjunction with each other as required to **improve** the **quality** of your **self-study time**. You decide which are useful for your purpose!



Use notetaking apps to help **store** and create more **effective notes**. Colour code different sections and topics, and date your work so that you can easily locate the information later.

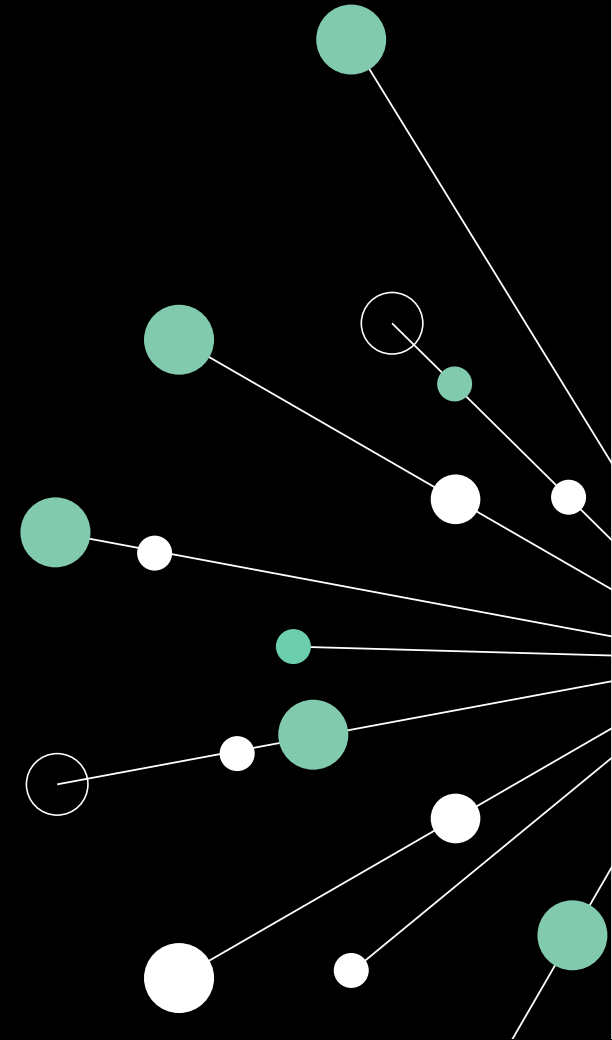


Be realistic with your to-do lists. Studying for a degree while working a full-time job is demanding and you should be fair to yourself to prevent burnout.



Reward yourself when you tick off a completed task!

Managing Time for Your First Assignment



Managing Time for Your First Assignment

Task



- 1) Put these stages (A-I) into the correct order (1-9)
- 2) Give the total time (in %) devoted to each section (1-5, 6-7, 8-9)

- | | |
|---|--|
| 1 | A) Conduct initial research |
| 2 | B) Plan your writing, create a skeleton outline |
| 3 | C) Edit and re-draft |
| 4 | D) Assemble research in one document |
| 5 | E) Proofread, spellcheck, conduct further research |
| 6 | F) Break down the assignment question into component parts |
| 7 | G) Plan your research/self-study time |
| 8 | H) Write your first draft |
| 9 | I) Check references against official referencing guide |

(Adapted from University of Northampton, 2018)

Managing Time for Your First Assignment

- 1 F) Break down the assignment question into component parts
- 2 G) Plan your research/self-study time
- 3 A) Conduct initial research
- 4 D) Assemble research in one document
- 5 B) Plan your writing, create a skeleton outline
- 6 H) Write your first draft
- 7 C) Edit and re-draft
- 8 E) Proofread, spellcheck, conduct further research
- 9 I) Check references against official referencing guide

Managing Time for Your First Assignment

Planning (1-5)

> 50% of total time.

Break down the assignment question into component parts. Plan your research/self-study time. Conduct initial research. Assemble research in one document. Plan your writing, create a skeleton outline.

Writing (6-7)

Around 25-35% of total time.

Write your first draft. Edit and re-draft.

Checking (8-9)

Around 15-25% of total time.

Proofread, spellcheck, conduct further research. Check references against official referencing guide.



Managing Time for Your First Assignment

Task

How would you plan for this example assignment due 10 weeks from now? In groups, discuss the potential stages involved, using the principles of SMART to outline your approach.

Example assignment question:

'Discuss the ways in which digital communication is manifested in your organisation.'

Example supporting guidance:

You should make use of theories studied on the module and interview two relevant leaders in your organisation to answer this question.

Example stage: Break down assignment into component parts and confirm ideas with lecturer (Week 1).



Managing Time for Your First Assignment

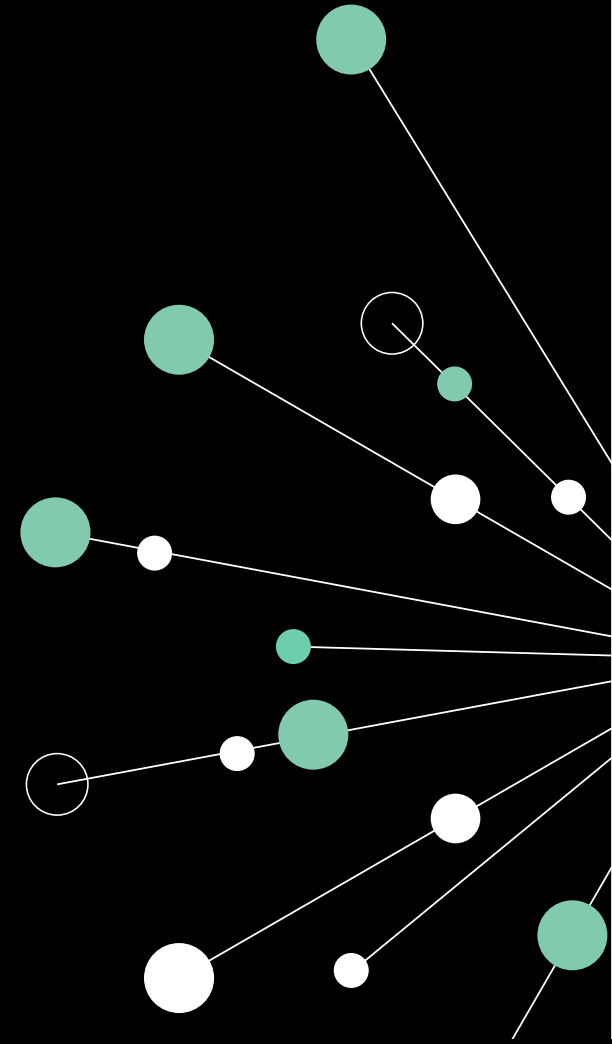
Stage	Deadline
Break down assignment into component parts and confirm ideas with lecturer.	Week 1
Complete recommended reading on module page ahead of each class, paraphrasing relevant digital communication theories and relating these to my own workplace context in my notes.	Weekly
Proofread assignment and submit.	Week 10



Managing Time for Your First Assignment: Possible Answer!

Stage	Deadline
Break down assignment into component parts and confirm ideas with lecturer.	Week 1
Complete recommended reading on module page ahead of each class, paraphrasing relevant digital communication theories and relating these to my own workplace context in my notes .	Weekly
Contact both leaders ahead of time, to schedule interviews when convenient. Create interview questionnaires , with questions on digital leadership in the organisation.	Week 2
Conduct interviews and transcribe answers, for use as appendix material to support claims.	Week 3
Assemble interview material alongside paraphrased leadership theories in one document, creating a skeleton outline to answer the assignment question .	Week 4
Produce a first draft of the assignment using the Pomodoro technique.	Week 5
Book one-to-one tutorial with the ACE Team , to discuss my approach and get tips on critical analysis , academic style , research skills and referencing . Edit draft based on ACE guidance.	Week 6
Submit draft for Assignment Advice and Guidance from module lecturer.	Week 7
Refine draft based on feedback and meet with ACE to discuss implementing tutor's recommendations.	Week 9
Proofread assignment and submit .	Week 10

Review



Managing Time and Setting Study Goals - Review



Only SMART Goals are effective.

Managing Time and Setting Study Goals - Review



Most of your assignment time should be spent on planning and reading.

Managing Time and Setting Study Goals - Review



You can book a series of one-to-one ACE tutorials throughout the term for help with academic writing.

References and Further Reading

Oregon State University (2024) *SMART Goals*. Available at: <https://success.oregonstate.edu/learning/smart-goals> (Accessed: 11 September 2024).

Purdue University Global (2024) *SMART Goals for Students*. Available at: <https://www.purdueglobal.edu/blog/student-life/smart-goals-for-students/> (Accessed: 10 September 2024).

University of Northampton (2018) *Writing an Assignment: 10 Steps*. Available at: <https://cpb-eu-w2.wpmucdn.com/mypad.northampton.ac.uk/dist/d/6334/files/2018/07/Writing-an-Assignment-essentials-10-steps-July-2018-1o55utl.pdf> (Accessed: 10 September 2024)

University of Pittsburgh (no date) *Pomodoro Technique*. Available at: <https://www.asundergrad.pitt.edu/study-lab/study-skills-tools-resources/pomodoro-technique> (Accessed: 9 September 2024)

Onboarding Feedback

Thank you for attending this ACE Workshop.
We would be grateful if you could take 2 minutes to provide **feedback** based on your onboarding experience.

Do you require further academic support?

Look on the
ACE Page for
resources

Check out our
upcoming
workshops

Book a 1-2-1
tutorial



Any questions?