

## *Time Management and Procrastination*

### *Time Management*

Time management is a great tool to combat procrastination. Once a good time management system has been established, procrastinating naturally decreases. This is often because student-athletes procrastinate when they have not set aside specific time to complete course work.

- Time management is a crucial task to learn in order to carry out your academic responsibilities. This technique is one of the main components of the student-athlete Accelerate program and one of the first skills presented. Accelerate Assistants are encouraged to reinforce the importance of effective time management throughout the semester. Time management is a tool, once learned, can be a useful tool to utilize later in life.
- Each student-athlete presents different learning levels and styles and therefore a time management system needs to be implemented for every student-athlete involved in the Accelerate program.
- The use of a weekly schedule that lays out each week for the student-athlete is the cornerstone to effective time management.

A weekly schedule should include the following:

1. Class schedule.
  2. Accelerate appointment schedule
  3. Other weekly appointments: lifting, practice etc.
  4. Meals
  5. Social time
  6. Sleep
- The student-athlete is required to submit all course syllabi and planner to the Accelerate Assistant during their first session.
  - Syllabi are used to plan for all exams, quizzes, papers etc that the student-athlete is required to complete for each course. Dates of all required work will be added to the weekly schedules in order to adequately prepare for each assignment.
  - Small daily tasks and homework assignments not included on the syllabi will pop up on a day to day basis. The Accelerate Assistant can assist the student-athlete to continually monitor and add all assignments to their planners.
  - Accelerate Assistants will also assist the student-athlete to include personal daily to-do lists such as making phone calls, paying bills, and running errands in a special place in their planner. Accelerate Assistants might also suggest that the student-athlete schedule these activities for a special time each day.
  - Encourage the use of note pads in case they need to write something down so they don't forget.

## *Note Taking*

- One area that many academically “at-risk” student athletes struggle with is Note Taking. Each Accelerate Assistant should review the student-athletes notes in order to make suggestions for organization of notes (such as indenting titles, skipping lines between points, underlining, adding color, and using dates).
- Each Accelerate Assistant should assist the student-athlete in organizing his/her notes by using a three-hole binder to insert all notes and class handouts in to the binder.
- Notes need to be well organized. Notes for a particular subject should be kept separate from other subjects. Accelerate Assistants should encourage the student-athlete to write neatly, as well as number and date all pages.
- Use different colors to underline titles and important ideas emphasized by the instructor.
- Use abbreviations and symbols for commonly used words or phrases. This will allow the student-athlete to keep up with the lecture being presented and not miss key concepts.
- Listen to the instructor’s emphasis on key concepts.
- Review and edit notes after each class.
- Briefly review notes from previous class in order to bring the subject matter back into focus and allow for any questions to be asked before the instructor moves on to a new idea.
- The Accelerate Assistant should always encourage the student-athlete to ask questions if the course material does not make sense.