

Take it to the Next Level: Skills for Student Success Series

# Welcome

Please:

- Mute your microphone until you would like to speak
- While you are waiting for the workshop to begin:

**\*\* In chat, type your favorite animal! \*\***



# College of Agricultural, Consumer and Environmental Sciences


NMSU College of Agricultural, Consumer and Environmental Sciences  
4-H and Youth Development  
AGGIE NEXT STEP: POST SECONDARY SUCCESS



BE BOLD. Shape the Future.  
New Mexico State University  
aces.nmsu.edu

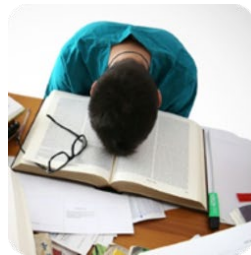


Level

Take it to the Next   
Skills for Student Success Series

**October 22<sup>nd</sup> & 29<sup>th</sup>, 2020**

**Newt McCarty**, *State 4-H Agent, Aggie Next Step and Youth Development*  
**Dr. Laura Bittner**, *Interim 4-H and Youth Development Dept. Head*



The College of Agricultural, Consumer and Environmental Sciences is an engine for economic and community development in New Mexico, improving the lives of New Mexicans through academic, research, and Extension programs.

# Series Overview

~~October 1st: Personal Responsibility~~

~~October 8th: Study Skills~~

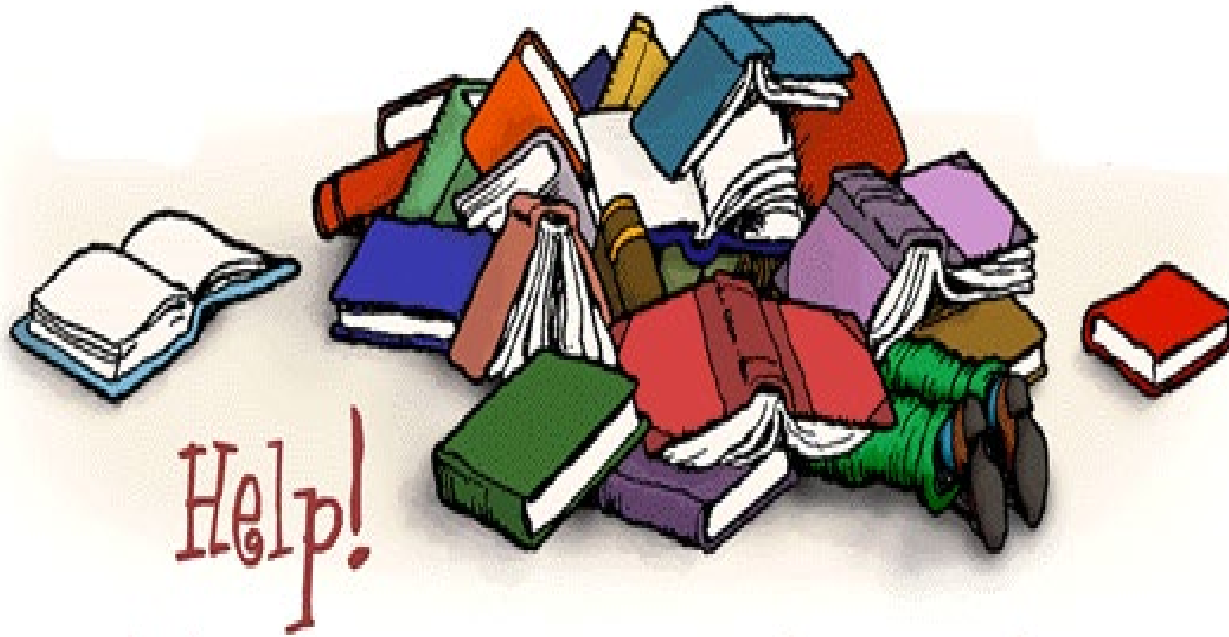
~~October 15th: Goal Setting~~

→ October 22nd: Organizational &  
Time Management Skills

October 29th: Positivity



Our goal for tonight is to review or learn organization and time management skills.



BE BOLD. Shape the Future.  
New Mexico State University  
[aces.nmsu.edu](http://aces.nmsu.edu)

# What do you already know?



BE BOLD. Shape the Future.  
New Mexico State University  
[aces.nmsu.edu](http://aces.nmsu.edu)

# Organization

**Clutter is not just physical stuff. It's old ideas, toxic relationships and bad habits. Clutter is anything that does not support your better self.** Eleanor Brownn

Image credit: 7th Generation Design



# Organization

- Are you organized?
- How do you stay organized?
- What keeps you from being organized?
- What are benefits of being organized?



# 7 Tips for Getting/Staying Organized



## 1. Planner



## 2. Multi-compartment backpack



## 3. Timer



# 7 Tips for Getting/Staying Organized



## 4. Color-coding



## 5. To-do list



## 6. Technology



## 7. Have a place for everything

# Time Management

*Time is the coin of your life.  
It is the only coin you have,  
and only you can determine  
how it will be spent.*

*Be careful lest you let other  
people spend it for you.*

*Carl Sandburg*



**BE BOLD.** Shape the Future.  
New Mexico State University  
[aces.nmsu.edu](http://aces.nmsu.edu)

# Time Management Benefits:

## What's in it for ME?

Managing your time effectively enables you to:

- Reach your goals
- Accomplish what is most important
- Live out your values, maintain balance
- Meet deadlines
- Reduce and manage stress
- Work smarter instead of harder
- Control your time
- Perform academically
- Have the time of your life without guilt!



# Time Management: Setting Priorities

## Daily Activities

## Available Time



**Most Important PRIORITY**  
Family    Chores    Sleep  
Health    School    Studying



**Not as Important**  
Volunteering    Job    Hobbies  
Sports    Time w/ friends



**Time Fillers**  
Social media    Video games    T.V.  
Phone    Snap Chat    Internet  
Instagram    YouTube



**“Things which matter most must never be at the mercy of things which matter least.”**

Johann Wolfgang von Goethe

# “Where Does Your Time Go?” (1 Week)

Number of hours of sleep each night	$8 \times 7 = 56$
Number of hours spent getting ready each day	$1 \times 7 = 7$
Number of hours for meals/snacks (including preparation/clean-up time)	$2 \times 7 = 14$
Travel time to and from school	$1 \times 5 = 5$
Number of hours per week for regular activities (volunteer work, intramurals, church, clubs, etc.)	$= 6$
Number of hours per day of chores, etc.	$1 \times 7 = 7$
Number of hours of work per week	$= ?$
Number of hours of school per week (nm avg. 34.25)	$= 35$
Number of hours per week with friends, social parties, going out, etc.	$= 10$
Number of hours of screen time (tv, phone, computer, games, etc.)	$3 \times 7 = 21$
	Total = <b>161</b>

**168** hours in a week - **161** hours of activities = **7** available hours / **7** = +/- **1hrs**

These estimations allow you to look at how you might need to reorganize time to make room for appropriate study time each week.

# What do you know now?



**BE BOLD.** Shape the Future.  
New Mexico State University  
[aces.nmsu.edu](http://aces.nmsu.edu)

# Final Thoughts

**“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.” — Paul J. Meyer**





  
**AGGIE NEXT** | Prosper  
Empower  
Thrive  
Soar  
Post Secondary Success Program



**BE BOLD.** Shape the Future.  
New Mexico State University  
[aces.nmsu.edu](http://aces.nmsu.edu)



# Series Reminder

~~October 1st: Personal Responsibility~~

~~October 8th: Study Skills~~

~~October 15th: Goal Setting~~

~~October 22nd: Organizational &  
Time Management Skills~~

October 29th: Positivity



# College of Agricultural, Consumer and Environmental Sciences


NMSU College of Agricultural, Consumer and Environmental Sciences  
4-H and Youth Development  
AGGIE NEXT STEP: POST SECONDARY SUCCESS



BE BOLD. Shape the Future.  
New Mexico State University  
aces.nmsu.edu

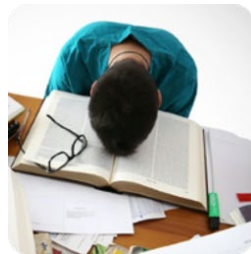


Level

Take it to the Next   
Skills for Student Success Series

**October 29<sup>th</sup>, 2020**

**Newt McCarty**, *State 4-H Agent, Aggie Next Step and Youth Development*  
**Dr. Laura Bittner**, *Interim 4-H and Youth Development Dept. Head*



The College of Agricultural, Consumer and Environmental Sciences is an engine for economic and community development in New Mexico, improving the lives of New Mexicans through academic, research, and Extension programs.