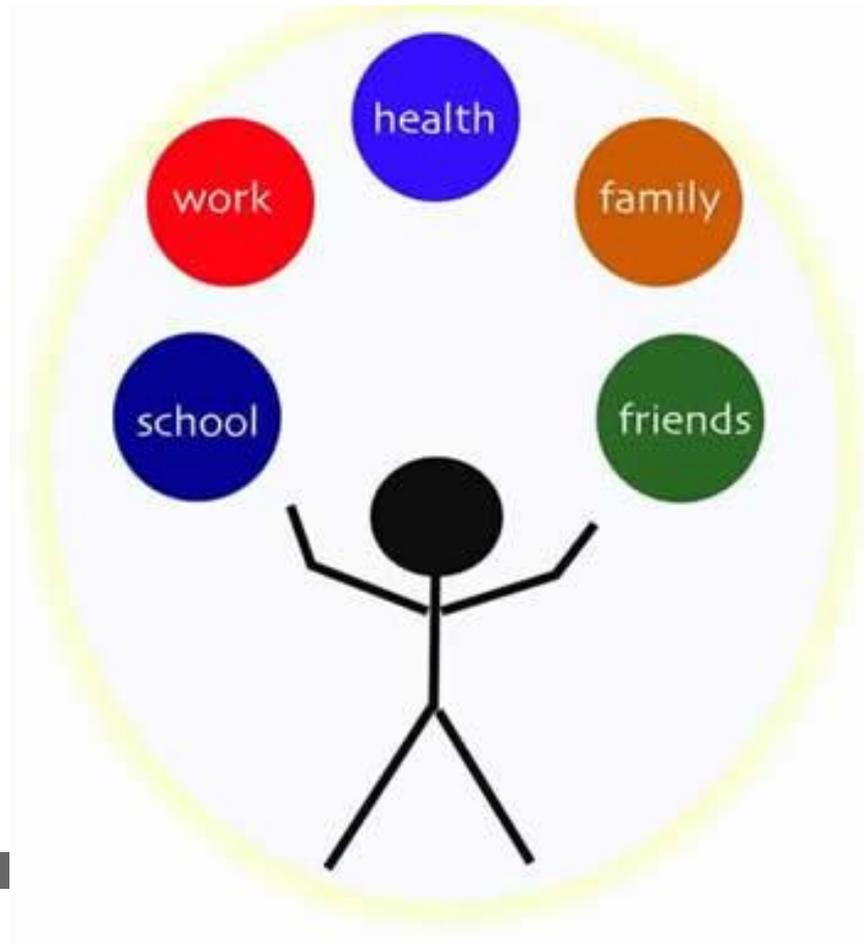




Juggling Life

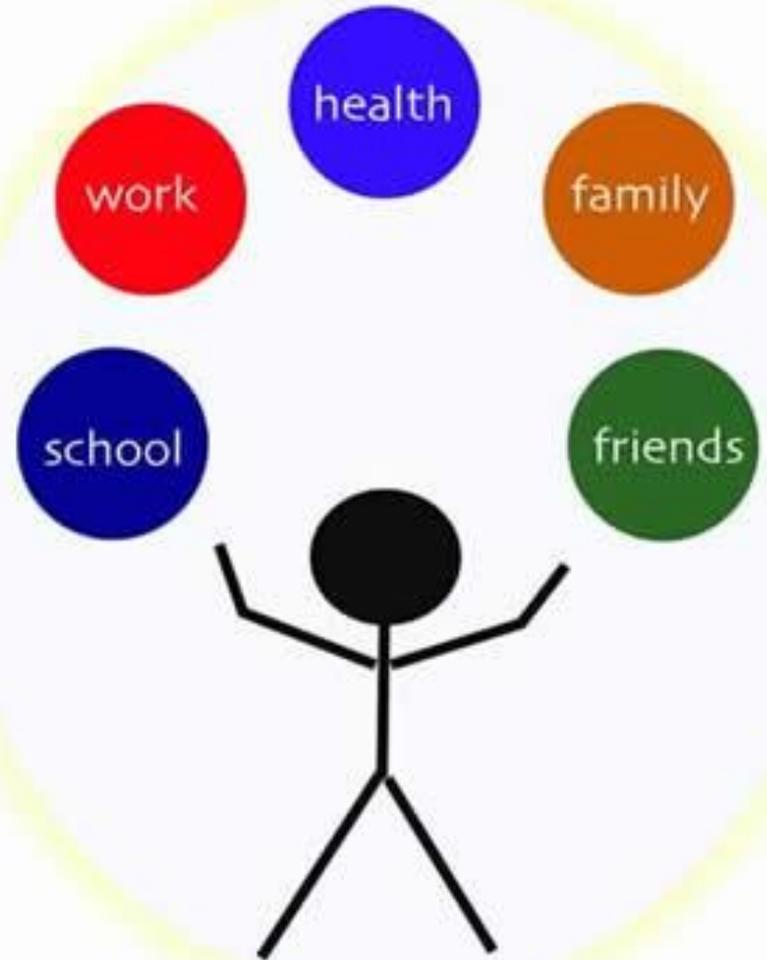
Vicky Thomas and Hannah Rodriguez



When Life Throws You Lemons...

Activity

Everyone stands in a circle and introduces themselves. After you introduce one ball into the circle, calling it “school” then say your name aloud and then say the name of the person you are throwing it to. After you have that person’s attention throw the ball named “school” to them. That person says their name and then the name of the person they are throwing it to, and then then the ball and so on until the ball gets back to you. Remember this pattern because you will always throw the ball to the same person in the same pattern for the remainder of the activity. Then introduce another ball, calling it “family” and throw the “school” ball first and then once you throw that one in then throw the “family” ball to the same person so that two balls are going at the same time. Continue to introduce new balls into your circle until there is too many to juggle. This shows how juggling all parts of school work and life can be difficult!



- ↗ How do you “juggle” all the things that you have going on in your life?
- ↗ What happens when you have too many things to “juggle”?
- ↗ How do you decide what you can “juggle” that day?
- ↗ Is your method working?



Objectives

- ↗ Identify current method for juggling life
- ↗ Learn eight skills for effective time management
- ↗ Gain tips to balance school and social life

8 Tips for Effective Time Management

1. Get, and USE, a Calendar
2. Write things down
3. Schedule time to relax
4. Keep trying new systems
5. Allow for flexibility
6. Plan ahead
7. Plan for the unexpected
8. Schedule rewards in

How do you organize your time?

- ↗ Do you set aside time for studying each course that you're taking?
- ↗ Do you study only when you are "in the mood?"
- ↗ Whenever you study, do you spend some time reviewing?
- ↗ Do you schedule time for starting early on a long-term project?
- ↗ Do you have a regular time each day for studying particular subjects?
- ↗ When you study, do you take a break every thirty to forty minutes?
- ↗ Do you study only when you have nothing else to do?

Continued...

- ↗ Do you take time soon after class for revising lecture notes?
- ↗ To help estimate time needed for a reading assignment in a particular course, do you know how many textbook pages you can read in ten minutes?
- ↗ Before you study, do you estimate the amount of time needed for doing the assignment?
- ↗ Do you know what is the best time of the day for you to study?
- ↗ Do you prepare a weekly schedule to help you become efficient?
- ↗ Do you review regularly even if there is no immediate test?
- ↗ Do you set aside time for fun and recreation?

Hannah's Calendar

2014

Goals: • Gym 3 Times A Week
• Call Mom

Making
Mistake

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Handwritten notes in calendar cells:

- Monday 03:** Exam
- Tuesday 04:** Dad's Bday, Work, Lunch, Dinner
- Wednesday 05:** Alec's Bday, Exam, No Class
- Thursday 06:** CSCA
- Friday 07:** CSCA
- Monday 10:** Presentation 8-1, Class 4:45-7:30
- Tuesday 11:** Work 3:15, Work, Lunch, Dinner
- Wednesday 12:** Internship 8-4, Class 4:45-7:30
- Thursday 13:** Work Lunch Group, Conference Paper 9-10:30
- Friday 14:** Internship 8-4, Work, Dinner
- Monday 17:** Online Class, Internship 8-4
- Tuesday 18:** Work, Lunch, Dinner
- Wednesday 19:** Internship 8-4, Class 4:45-7:30
- Thursday 20:** Work Lunch Group, Philosophy of Ed. 9-10:30
- Friday 21:** Internship 8-4, Work, Dinner
- Monday 24:** Dentist 9:20 am
- Tuesday 25:** Dentist 9:30 am, Work

TOM
DENVER FOOTBALL
SCHEDULE

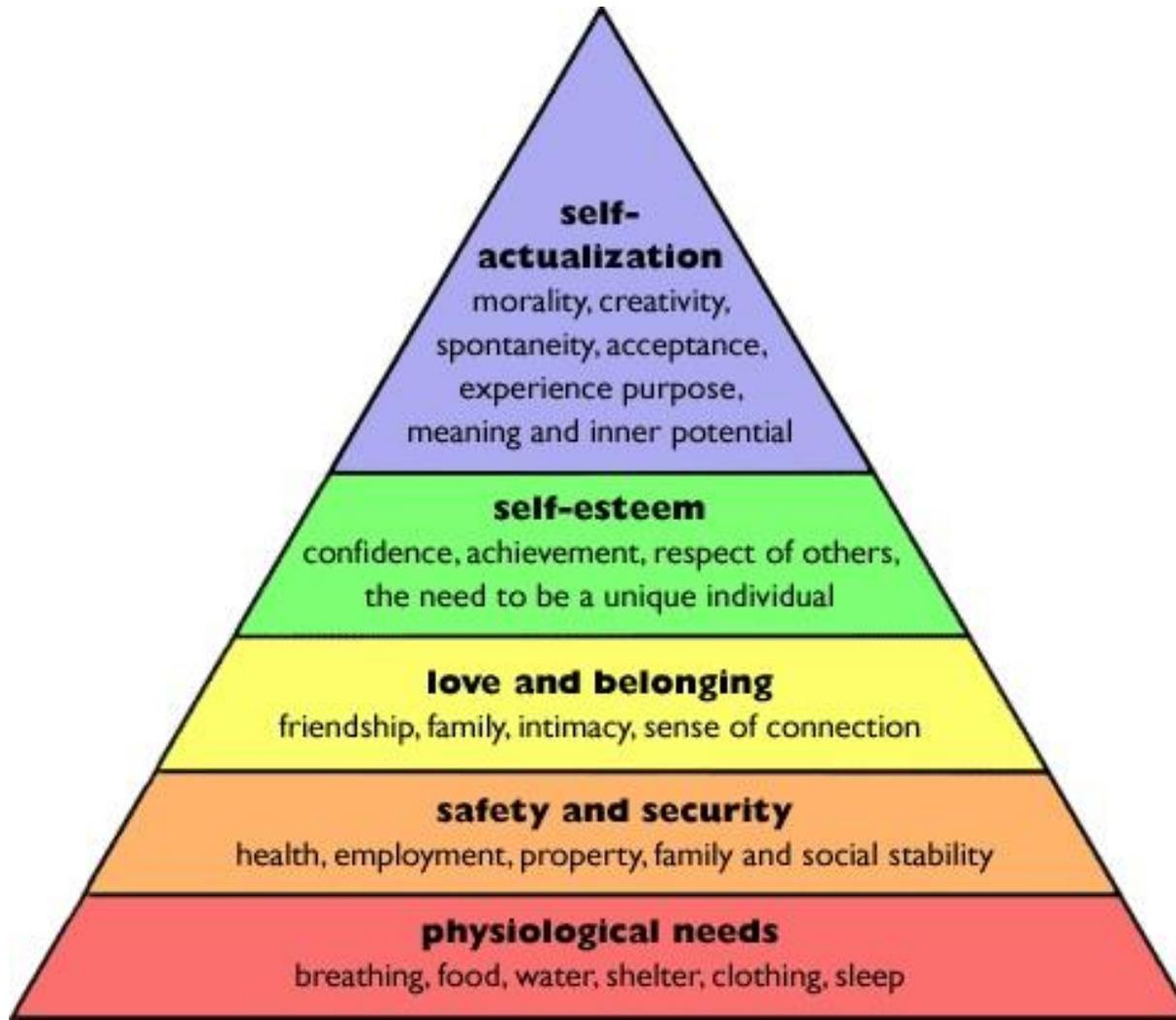
Vicky's Schedule

- ↗ <http://www.passionplanner.com/what/>
- ↗ Keeping a weekly and monthly planner.
- ↗ Phone notifications

Balancing School and a Social Life

- ↗ Resist temptations
- ↗ Set internal priorities
- ↗ Do work in a library or quiet place
- ↗ Choose the right living environment
- ↗ Learn when to say “NO”
- ↗ Join a few clubs/campus life activities
- ↗ Take care of your body
- ↗ Coordinate your free time with your friends
- ↗ Consider being a student as a full-time job

Maslow's Hierarchy of Needs



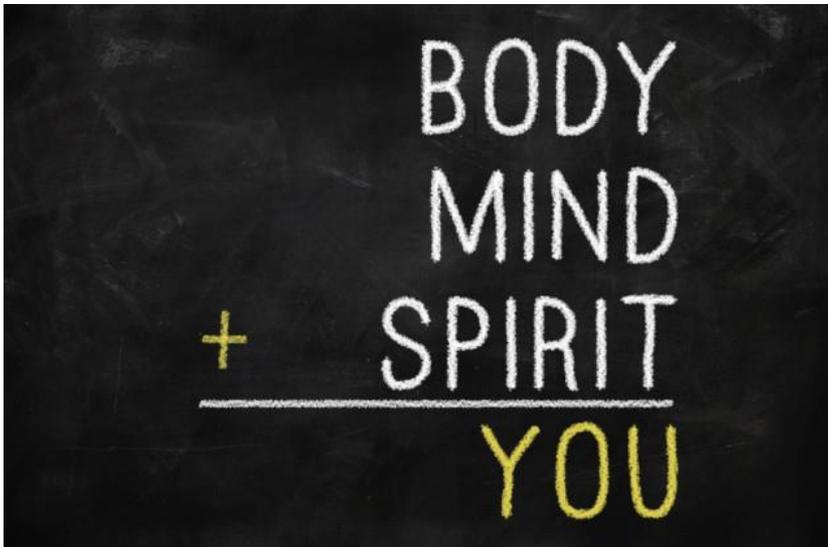
Take care of
physiological
needs
FIRST!

Coping Skills for “Juggling” Life

- ↗ Avoid Unnecessary Stress
- ↗ Alter the Situation
- ↗ Adapt to the Stressor
- ↗ Accept the Things you Can't Change
- ↗ Make Time for Fun & Relaxation
- ↗ Adopt a Healthy Lifestyle

Self Care

↗ Why is Self Care important?



↗ What makes Self Care hard?

Simple Ways to start practicing Self Care

- Get enough sleep
- EAT
- Start your day on a POSITIVE note
- Take a break when you need it- Listen to your body
- Schedule self care time- WRITE it in on your calendar or in a personal planner
- Connect with your support system
- Practice Self-Compassion



Healthy ways to relax and recharge

- ↗ Go for a walk
- ↗ Spend time in nature
- ↗ Call a good friend
- ↗ Sweat it out
- ↗ Write in a journal
- ↗ Light a scented candle/essential oil
- ↗ Savor a warm drink
- ↗ Play with a pet
- ↗ Get a massage
- ↗ Curl up with a good book
- ↗ Listen to music
- ↗ Watch comedy

Resources

- ↗ <http://collegelife.about.com/od/academiclife/a/timemanagement.htm>
- ↗ <http://www.act.org/engage/studentguide/pdf/BalancingSocialLife.pdf>
- ↗ <http://www.uwgb.edu/tutoring/resources/managing.asp>
- ↗ Hannah's Self Care Professional Development
- ↗ <http://www.helpguide.org/articles/stress/stress-management.htm>