Los Angeles Harbor College – Literacy Center
LRC 103B – (310) 233-4238
Instructor: Shazia Khan, khanst@laccd.edu

Directed Learning Activity

Time Management

Outcomes: Upon completing this activity, you will be able to

- Analyze how well you are able to plan your study time right now
- Develop a personal academic calendar
- Develop a study schedule.

Activity

1. Click on the following link: www.dartmouth.edu/~acskills/success/time.html
2. Read the Time Management Tips.
3. Click on "Take a quiz and see how well you plan"
    a. Answer the questions and write your score here _____.
    b. Follow the directions on page 2 for interpreting your score.

How well do you manage your study time according to this test? Write your response below.

4. Click on https://literacy-center.com/academic-skills-video-links. Watch the Time Management (Dartmouth University) video.
5. After you watch the video, answer the following questions:
    a. What are the three ways the video suggests managing your time as a college student?

    b. Is being a student your number one priority? Explain in 2-3 sentences.

    c. What difficulties do you face when managing your study time for your classes?

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Final Activity (Answer each question completely.)

1. Do you feel this activity has given you a positive start to managing your study time this semester?

2. What will you most likely do to manage your time more effectively?

Tutor Review:

In order to receive final credit for your activity, you must meet with a Literacy Center tutor online to review your DLA. The tutor will ask you specific questions regarding this DLA and then will email your instructor, counselor, or program to confirm your completion of the activity.

Please click on the following link to receive a confirmation email with your appointment details such as date, time, name of the tutor you will meet with, and link to the Zoom meeting.
https://forms.gle/vjJEvewuSduRs55c7

Literacy Center Hours

Mondays & Wednesdays 11:00 a.m. – 5:00 p.m.

Tuesdays & Thursdays 9:00 a.m. – 3:00 p.m.

Fridays 10:00 a.m. – 2:00 p.m.

Thank you for your patience and cooperation!