How to Plan Your Time
A guide to successful Time Management

Scene 1
Welcome to the time management learning module.
[Title screen with bouncing clock]

Scene 2
College programs all require the completion of a list of tasks, many of which can be challenging.
[College building in the background, with a list of tasks in front. A girl attempts to push them off screen and eventually succeeds]

Scene 3
Each course has assignments due and tests to study for. You might even have group work that you need to coordinate.
[Student typing on laptop accompanied by stack of papers and textbooks. Students appear inviting him to complete some group work]

Scene 4
Now add on life commitments like a job, a sport, and commitments with family and friends.
[Briefcase, Basketball and a woman appear symbolizing each commitments discussed]

Scene 5
Keeping track of all those tasks and deadlines is a major source of stress for students.
[A box of all the commitments appear and a girl shrinks in size at the sight of this box]

Scene 6
Many students don’t plan to fail, they just fail to plan.
[A calendar with several “thumbs down” graphics displayed on each day, and then a red “X” crosses out the entire calendar]

Scene 7
That’s where time management comes in.
[A clock pushes the previous content out of the way]

Scene 8
Time management strategies can help you use your time more effectively.
[Student cheering next to clock]

Scene 9
In the Learning Portal, you can find the tools and techniques to help you manage your time.
Scene 10
You will learn how to make the most of your time by planning your week, your semester, and the time it will take to complete assignments. [Calendar is constantly flipping with a student contemplating how to plan out his life]

Scene 11
Check out the Time Management resources and start getting the most out of your day. [Illustrated the time management icons, represented by a calendar, a list, a piggy bank and an assignment tracker]

Scene 12
Happy studying!