Exercising Common Sense, Time Management & Preparing for Your Exams

The Learning Center
Location: Central King Building-G22
Phone: 973-596-2992
Email: TLC@njit.edu
Hours of Operation:
Mondays thru Fridays 8:30AM-4:30PM
Closed during the weekends

Created and Presented by:
Mr. Barry Broxton, TLC Associate Director
What is Common Sense?

Why do some avoid exercising common sense?
where did the time go?
Time Management

Time Management is about self discipline and altering your work style so time available to you becomes your best asset, not your worst enemy.

Time management eliminates procrastination. Procrastination is the act or habit of putting off or delaying, especially something requiring immediate attention.

Where to begin? Make a list of tasks you need to accomplish. Mark tasks finished on time, those completed late, and those not done. Keep a time log and jot down.
Time Management

Helps you meet your goals. Helps you identify where you spend time. Helps you utilize time more effectively and productively. Lowers your stress level & reduces avoidance.

Helps you stay organized & eliminates cramming. Motivates, initiates & aids in self-awareness. Allows greater flexibility in scheduling freetime & allows you to maximize your potential.

What tools do you utilize to stay organized and to effectively manage your time?
Study Tips

Learn to take lecture and text notes efficiently as instructors stress important points in class and as you study assignments. Good notes are imperative for just-before-test reviews.

Seek tutoring assistance. Tutoring @ NJIT is a FREE/NON-REMEDIAL SERVICE. Private tutors...meaning outside of the NJIT network can cost upwards of $100 per hour.

Join a study group. Talk to students in your class and set aside time to work together, reviewing material, teaching each other, and testing on another on the course information.

Make a study schedule. Set aside certain hours each day for class assignments. Keep the same schedule regularly day to day.
Study Tips

Study in a suitable place. Is concentration one of your study problems? Proper surroundings will improve your ability to concentrate. Choose a quiet place, free from distractions.

Professor office hours. Go to your professor’s office during these times to get answers to your questions, review concepts and ask for advice on the best way to prepare for exams.

Meeting with Your Professors Video

Keep a detailed record of assignments. Write assignments down in detail in a designated place in your notebook. Knowing what is expected of you and when you are expected to do it is the first step toward completing the assignment.
Preparing for Commons

Students who cram: Experience a higher level of anxiety & feel overwhelmed. Experience hopelessness and helplessness causes panic. Student who cram lose sleep, eat poorly and may get sick. Students who cram do not experience the maximum benefit when working with a tutor to prepare for exams.

Get help early as possible instead of waiting until the last minute fosters aggravation and panic.
Preparing for Commons

Go to class! It is vital you attend every class meeting and lab. When you don’t understand a concept, be proactive and ask the professor. Telling yourself “I don’t know” or “I don’t understand” is not acceptable. You are responsible for the material. Don’t be afraid to ask for help.

Take positive steps. Go to a quiet place, free from distractions. Organize information in an outline to develop the big picture. Break the material into small, manageable parts, study each piece and write down questions.
Wellness

Become aware of your own reactions to stress. Reinforce positive self-statements and focus on your good qualities and positive accomplishments. Recognize and accept your limitations; all of us are unique/different. Develop a hobby or two – relax and have fun. Plan ahead. Set realistic goals.

Consistent sleep is vital for a healthy life. Sleep is as important as good nutrition and sufficient exercise when preparing for peak performance.

Healthy eating habits and good nutrition increases our physical, mental and emotional stamina. When fueling the body with healthy foods, we boost our immune system, help maintain healthy weight, and aid us in feeling better about ourselves.
Discussion

Where are the best places for you to study?

Where are the worst places to study?
QUESTION
Thank You