

## Academic Skills Centre

<b>Course title</b>	<b>Time Management</b>
<b>Target participants</b>	All students
<b>Learning outcomes</b>	Assist students to effectively manage their time
<b>Course description</b>	<p>By the end of the course, students will learn how to:</p> <ul style="list-style-type: none"> <li>• organise their time well with realistic, advanced planning using a wall planner and weekly/daily planner</li> <li>• optimise their efforts and grades by taking advantage of peak study periods and learning strategies to improve focus</li> <li>• develop habits to reduce procrastination</li> </ul>
<b>Learning Advisor</b>	Julie Wuthnow
<b>Number and length of sessions</b>	One 50-minute session offered at intervals 2-3 times per term
<b>Day(s) and dates</b>	Multiple each term
<b>How is the course delivered?</b>	Seminars/workshops
<b>Any specific equipment, text, handouts or prerequisites?</b>	Data projector, laptop or PC, document camera and ASC handouts