Workshop #1:
Ensuring a Successful Semester (and Beyond)

January 31, 2017

NORTHERN ILLINOIS UNIVERSITY
Military and Post-Traditional Student Services
Division of Student Affairs
Objectives

From this workshop, you will take away...

- Information about the Office of Military & Post-Traditional Student Services (MPTSS) and how we can support you throughout your stay at NIU
- Time-management skills to utilize, including scheduling/planning, prioritization and goal-setting
- Tips and tricks to use for your studies, such as note-taking strategies and reading comprehension
- Ways to fit “you time” into your schedule and examples of self-care
Consider us your second home

The Office of Military & Post-Traditional Student Services
MPTSS: Who We Are

Military: students who have served in US military and dependents
Post-Traditional: adult learner, commuter, transfer, has dependents, etc.

Brief Overview

• Two office locations: Holmes Student Center and Campus Life Building
• Benefits counselors and support staff
• Lounge Space
• Communication: social media accounts, newsletters, contact info

We are here to support you!

• Loose associations with student life
• Navigating campus and resources
• Resolving any inquiries
• Opportunities to get involved
• Just stop by and say hello!
Assistant Director, Jeff Salmon, presents

Time-Management Skills: Eat that Frog!
If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long.

What is a frog?
- Your biggest, most important task
- Most likely to procrastinate
- Greatest positive impact

First Rule of Frog Eating
*If you have to eat two frogs, eat the ugliest one first.*

If you have two important tasks before you, start with the biggest, hardest, and most important task first.
Eat that Frog!

**Second Rule of Frog Eating**

*If you have to eat a live frog at all, it doesn’t pay to sit and look at it for very long.*

Develop the habit of tackling your major task first.

**Setting the Table**

*Before you can determine your frog and get on with the job of eating it, you have to decide exactly what it involves.*

**Prepare Thoroughly Before you Begin**

*Create a comfortable workspace. The more organized your work environment, the more positive, productive, and confident you feel.*
Eat that Frog!

**Plan in Advance**
Make your list the night before for the workday or week ahead.

Lay out each of your major goals, projects, or tasks by priority and by sequence.

Use the [ABCDE method](#).

As you work through the day, tick off the items on your list as you complete them.
Eat that Frog!

Slice and Dice the Task
Lay out the task in detail then resolve to do just one slice of the job.

Work for a specific time period on your task then take a break.

Get Out of the Technological Time Sinks
Technology is there to help you, not to hinder you.

“Leave it off” - create zones of silence while you are eating your frog.
A Sample “To-Do” List

Before finding the frog(s) and slicing and dicing...

• Read Ch. 7 for HPE
• Write Ch. 7 reading response
• Write FYE paper
• Write thank you letters
• Community resource project
• Lab reflection
• Begin group project
• Weekly site log response

After finding the frog(s) and slicing and dicing...

• Begin group project
  • Pick the type of group
  • Research icebreakers
  • Make up 8 profiles (delegate 4)
  • Type out session topics
• Community resource project
  • Research 2 locations and write descriptions each day this week
• Read Ch. 7 for HPE
• Write Ch. 7 reading response
• Write FYE site paper
• Lab reflection
• Weekly site log response
• Thank you letters
Eat that Frog!

Create Large Chunks of Time

- Schedule blocks of time for a particular activity or task
- Use a time planner— one that works for you!
- Make every minute count

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Eat that Frog!

Handle Every Task

• Set clear priorities
• Start immediately on your most important task
• Cross things off your list
Learn how to be more efficient in your studying technique

Note-Taking Strategies and Reading Comprehension
To Highlight, or not to Highlight

- Go to class prepared
  - Use a three-ring binder
  - Bring highlighters to class
  - Read assigned material and previous class notes

- Improve your listening skills
  - Positive mindset
  - Make conscious effort to pay attention
  - Participate, participate, participate!
    - Question, respond, volunteer

- Develop a notetaking method that works for your
  - Sequence is important
  - Write on one side of the paper only
  - Leave blank spaces
  - Brevity is vital
  - Abbreviations and symbols

- Use technology if possible
  - Microsoft Notebook
  - Use recorder
Reading Comprehension: SQ3R

• **SURVEY (2-5 minutes)**
  - Flip through chapter and read major headings
  - Read questions at end of chapter

• **QUESTION (5-10 minutes)**
  - Turn each heading into a question

• **READ (20% of study time)**
  - Read the text with the purpose of answering the questions you wrote

• **RECITE (70-80% of study time)**
  - Write the answer to your questions in your own words and recite

• **REVIEW (5-10 minutes)**
  - Review your notes to understand
Taking “you” time is necessary as a student

The Importance of Self-Care
Ensuring a Successful Semester (and Beyond)
The Importance of Self-Care

Self-care isn’t just important; it’s crucial.

• Self-care prevents “overload burnout”
  • Pushing yourself to the point that you can’t take anymore so you give up
• Self-care reduces the negative effects of stress
  • Keeping your stress from completely taking over
• Self-care helps you refocus
  • Breaks are the epitome of self-care

In other words, self-care is not a reward.
It’s part of the process.
The Least You Can Do

• Make time to eat well and exercise, even if you’re busy
  • Write out grocery list
  • Meal prep on weekend
  • Unmotivated? Do it any way.
• Practice good emotional hygiene
  • Take time to acknowledge, process
  • List of feeling words
  • Journal
• Protect your schedule
  • Learn to say no
    • The Deferral
    • The Referral
    • The Introduction
Questions? Comments?

Thanks for your attendance!

Be sure to come out to the next workshop in our series

Workshop #2: Technology at NIU

Tuesday, February 6, 2017 12:30-1:30 P.M. CLB 100