

Student Leaders Conference

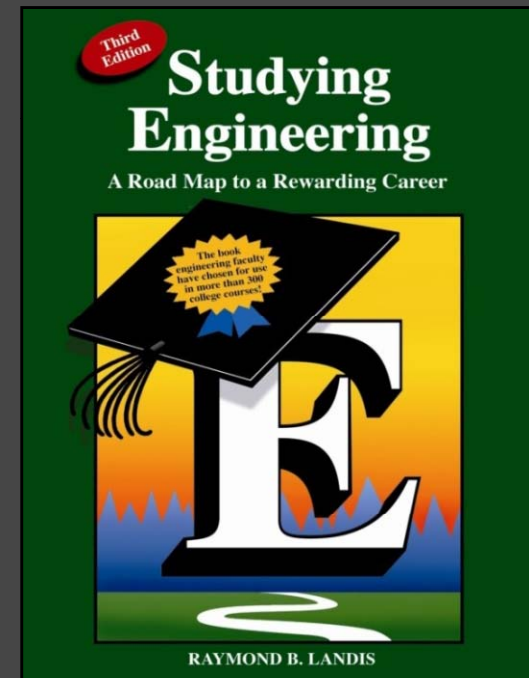


*Academic
Responsibility &
Maintaining Balance*

Objectives

- Define relevance of Academic Responsibility
- Identify importance of Maintaining Balance
- Introduce tools for Priority Management

Reference



*Special thanks to
Raymond B. Landis*

Academic Responsibility & Maintaining Balance

- Why is this topic important for student leaders?
- Why is managing your time an important skill for academic success and professional opportunities?

Maintaining Balance

- Procrastination theory
- Control your own destiny
- Priority management

Procrastination

“Choosing to put off something we know we should be doing and instead do something we know we shouldn’t be doing.”

Reasons for procrastination

- Fear of Failure
- Fear of Success
- Low tolerance for unpleasant tasks
- Disorganized

Control Your Own Destiny

- Time is an unusual commodity
- Time is elusive
- Time is equal for all
- Manage your 168 hours & stay in control

Where Does Your Time Go?

- Committed Time
- Maintenance Time
- Discretionary Time

Priority Management



*Practical
Application*

Priority Management

- Seven Habits of Highly Effective People
- Stephen Covey's guiding principle....

Organize & execute around priorities.

Priority Management by Stephen Covey

- Decide what has high personal value (school, family, health, personal goals, etc.)
- For each thing that needs to be done decide:
 - How urgent is it? (Requires immediate attention; doesn't require immediate attention)
 - How important is it based on personal values? (Important; or not important)

Priority Management by Stephen Covey

<p>I.</p> <p>Urgent Important</p> <p><i>The Quadrant of Necessity</i></p>	<p>II.</p> <p>Not Urgent Important</p> <p><i>The Quadrant of Opportunity</i></p>
<p>III.</p> <p>Urgent Not important</p> <p><i>The Quadrant of Deception</i></p>	<p>IV.</p> <p>Not urgent Not Important</p> <p><i>The Quadrant of Waste</i></p>

Priority Management by Stephen Covey

- Unimportant things whether urgent or not – ignore
 - Quadrant III (Deception)
 - Quadrant IV (Waste)
- Things that are both important and urgent (crisis management) – must be tended
 - Quadrant I (Necessity)
- Things that are important but not urgent – tending to them is the key to overall effectiveness
 - Quadrant II (Opportunity)

Overcoming Procrastination

- ✓ Clarify Your Goals
- ✓ Manage Your Time Effectively
- Examine Your Attitude
- Alter Your Behavior
- Accept Yourself

It takes
21 days
of repetition
to form a habit.

Student Leaders Conference



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PROCRASTINATION QUOTIENT

		Strongly agree	Mildly agree	Mildly disagree	Strongly disagree
1.	I usually find reasons for not acting immediately on a difficult assignment.	_____	_____	_____	_____
2.	I know what I have to do but frequently find that I have done something else.	_____	_____	_____	_____
3.	I carry my books/work assignments with me to various places but do not open them.	_____	_____	_____	_____
4.	I work best at the "last minute" when the pressure is really on.	_____	_____	_____	_____
5.	There are many interruptions that interfere with my accomplishing my top priorities.	_____	_____	_____	_____
6.	I avoid forthright answers when pressed for an unpleasant decision.	_____	_____	_____	_____
7.	I take half measures which will avoid or delay unpleasant or difficult action.	_____	_____	_____	_____
8.	I have been too tired, nervous or upset to do the difficult task that faces me.	_____	_____	_____	_____
9.	I like to get my room in a good order before starting a difficult study task.	_____	_____	_____	_____
10.	I find myself waiting for inspirations before becoming involved on most important study/work tasks.	_____	_____	_____	_____
	TOTAL RESPONSES	_____	_____	_____	_____
	X Weight	x4	x3	x2	x1
	= Score	_____	_____	_____	_____

TOTAL SCORE _____ P. Q.

P. Q. = Below 20 -Occasional procrastinator. P. Q. = 21 - 30 -Chronic procrastinator.

P. Q. = Above 30 -Severe procrastinator

(H. E. Florey, University Counseling Center, University of Alabama)

Seven Habits of Highly Effective People

Stephen Covey's Guiding Principle...

Organize and Execute around priorities.

Analysis

1. How urgent is it?
 - Requires immediate attention
 - Doesn't require immediate attention
2. How important is it based on personal values (school, family, friends, health, etc.)?
 - Important
 - Not important

I. Urgent Important <i>(The Quadrant of Necessity)</i>	II. Not Urgent Important <i>(The Quadrant of Opportunity)</i>
III. Urgent Not important <i>(The Quadrant of Deception)</i>	IV. Not urgent Not Important <i>(The Quadrant of Waste)</i>

Action

1. Unimportant things whether urgent or not – ignore
 - *Quadrant III (The Quadrant of Deception) & IV (The Quadrant of Waste)*
2. Things that are both important and urgent (crisis management) – must be tended to
 - *Quadrant I (The Quadrant of Necessity)*
3. Things that are important but not urgent – tending to them is the key to overall effectiveness
 - *Quadrant II (The Quadrant of Opportunity)*