



How Can I Help My Students Build Time Management Skills?

In the Fall of 2020, in the midst of the COVID-19 pandemic, over 5,000 University of Kentucky students were surveyed to learn more about the nature of teaching and learning during this global educational phenomenon. This sheet contains preliminary data and student comments from this research study.

What instructional strategies have helped students with time management?

In the Fall of 2020, in the midst of the COVID-19 pandemic, more than 5,000 undergraduate students and 100 instructors were surveyed to learn about the nature of teaching and learning during this global educational phenomenon. One of the open-ended questions instructors answered was, "What is something about your current approach to teaching that you think is working well?" This sheet contains preliminary data and instructor comments from this research study.



Divide Up Large Assignments

"Breaking the course content into smaller chunks for students to go through at their own pace."



Streamline Navigation

"I have greatly reduced redundancy in this class and have made the class organization on canvas intuitive and easy to follow."



Use Frequent Due Dates

"Flexibility for students to work ahead, but frequent due dates to keep students moving through the material."



Organize with a Canvas Template

"Our college developed a Canvas template, and students...say that this course is very well organized on Canvas. They have had no problems navigating, and instructions are clear."

What do the data show?

Students who turned in 50% or fewer assignments on time earned an average final grade of 69.5%.



Students who turned in 100% of assignments on time earned an average final grade of 86.6%.



What can instructors do to help student with time management?

→ Estimate Reading Times

When assigning longer readings, provide estimated reading times so that students can gauge the amount of time required to complete the task. You can estimate how long it will take students to read a selection by first timing yourself reading the selection, then multiplying your time by 1.5. Once you've determined the estimated reading time, include this next to reading assignments in your syllabus or homework

→ Make Your Syllabus Calendar a Checklist

In Atul Gawande's bestseller, *The Checklist Manifesto*, the author used medical research to demonstrate the effectiveness of using checklists. The same concept applies to undergraduates. The goal-oriented nature of the human brain compels us to want to check the boxes! In Microsoft Word, you can easily change bullet points into boxes using the Define New Bullet feature.

→ Weekly Video Announcements & Reminders

At the start of each week, post a video announcement (<3 minutes) that provides a roadmap for the week. Include what students need to do to prepare for class, why it matters, and what is coming due. You can also use email or the announcement feature in Canvas to send reminders.