

## Syllabus - HE1111 - Strategies for Time- and Self-Management - Winter 2021

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Dates: 3-week winter session (Jan 4, 2021 - Jan 23, 2021)

Description: In this course students will gain greater awareness of how they manage their time and how they manage themselves. Through application of project management strategies, time tracking and self-reflection, students will examine their ways of doing things and practice different approaches to time management, improving sleep, managing stress, as well as a number of learning strategies and mindset practices.

Grading: S/U - Students must attend all live Zoom sessions, participate in live and asynchronous discussions, and satisfactorily complete all assignments to receive a Satisfactory grade.

Book: Brain Rules, 2nd edition, by John Medina

### Learning Outcomes:

When you complete this course, you will be able to:

- Implement strategies to manage your time
- Evaluate different learning methods and study skills (that are most effective for you)
- Recognize what motivates you to learn
- Develop strategies to recover from setbacks
- Identify what personal factors influence your learning
- Identify support resources available at Cornell

### Activities/Assignments:

Each of the activities/assignments below will facilitate mastery of the learning outcomes above.

During the 3-week January session there will be:

- Three (3) live/synchronous zoom sessions per week (Monday, Tuesday & Thursday)
- Work to be completed during class and outside of class - including partner and small group work such as commenting on others' reflections.
- Time management activities that include applying and discussing time management techniques and strategies (routine, workday, intervals, etc.)
- Project management activities including planning, tracking, and assessing strategies to manage projects and work. Students will use time management techniques to manage a project to be designed in consultation with the instructor.
- Videos supporting course topics will be shared via Canvas. Students will be asked to pull quotes, comment, and discuss these videos. Topics include growth mindset, mindfulness, positive stress mindset, inner critic, etc.
- Study skills - discussing and applying techniques - reflecting on the fall semester and planning for the spring semester (self-testing, before/after reading/notetaking, sources-first writing, etc.)
- Written reflections - Students will write their own reflections and will comment on others' reflections (on all of the activities above).