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Time Management and Organization Skills

Time Management and Organization Skills in First Generation Freshman EOP Students

Jennifer Ventura

Capstone project of the Bachelor of Arts in Human Development and Family Studies

Time Management and Organization Skills in First Generation EOP Students

Introduction

Many - year college students may practice poor time management and organization skills. Approximately 30% to 60% of undergraduate students postpone their education tasks including studying for exams, writing term papers, and reading weekly assignments to the point at which optimal performance is compromised. With this lack of time and organizational management skills comes negative consequences such as decreased learning, lost opportunities, increased health risks, and damaged relationships. Therefore, in order to increase time and organizational management skills among first- generation freshman students, I created a one- hour lesson focusing on time management and organization skills for first- year EOP (Educational Opportunity Program) students at California State University, Monterey Bay in Seaside, California.

Needs Statement

Having good time management skills in college is one of the keys for success in college. However, many first year college students have difficulty adjusting and may have faulty time management skills. As a result of poor time management skills, first year college students tend to push their responsibilities as far back as they can to the point where they begin to fail courses, lower their GPA, and even sometimes drop out of college. With having more freedom in college and making one's own decisions we easily become confused of what is a priority. Study shows this to be true by 88 percent, putting things off until the very last moment creates a fertile foundation for stress, guilt, and ineffectiveness.

Students want each educational skill and organizational skills to manage the numerous competitive interests that college life offers. whereas crucial thinking and comprehension skills are essential for any college course, it's important that students have the power to effectively

manage their time. Procrastination is the most obvious result of poor time management. Students who don't have control over their time end up letting tasks sit until the last minute and then they feel a lot of stress when they try to catch up. David T. Conley estimate that 48.4% of college students say that they do not have enough time to do their coursework.

Chronic lack of sleep, the constantly staying up late to finish assignments that you should have done days ago will cut into your sleeping time. Knowing how important sleep is to college students is key, but poor time management can move sleep to the bottom of your list of priorities and can result in fatigue and illness. When you exhaust yourself, you put your body at risk for mental health issues, eating disorders, and substance abuse. Getting sufficient sleep allows your body to cope on its own without the use of drugs, pills, or alcohol. Alcohol flows quite freely on college campuses, and students sometimes exchange drugs in dorm rooms and classrooms, either as a way to escape from all the stress, or to boost academic performance.

Being an unorganized student is having the tendency to forget to complete assignments or forget that the assignments are due and rush through them. To be organized is one of the best ways to set yourself up for academic success. When students have a way to keep track of assignment due dates and class notes, they are prepared to study and complete projects on time. This typically leads to higher grades and better retention of information. It is important to focus on organization, this involves discipline and motivation. By using a planner, making a daily plan, creating an organizational method, and taking legible notes, you can go from being a disorganized high school graduate to being an organized college freshman.

Many students have a hard time managing assignments, deadlines, and staying on task. I intend to present a 2- day session with the first year students that attend EOP (Educational Opportunity Program) at California State University, Monterey Bay.

Theory

Theoretically, college students are in the mists of Arnett's theory of Emerging Adulthood. Young people are in the age of identity exploration, deciding who they are and what they want out of work, school, and love. Being a first generation freshman college student involves a stressful transition for most youth, with a substantial minority of students experiencing serious difficulties and failing to complete their degrees. According to Arnett, the primary feature that distinguishes emerging adulthood from young adulthood is a developmental concept referred to as role immersion. While extending their formal education, many emerging adults take on jobs that will not lead to a long-term career but serve to provide financial support to subsidize their education, leisure activities, world travels, or provide early experience in a particular field of work. Self-regulation skills is the ability to manage your emotions and behavior in accordance with the demands of the situation, it helps direct one's own behavior towards a goal. The use of self-regulation techniques assists students in performing tasks more effectively and independently. For example, successful learners will constantly check their comprehension. When successful learners read a passage and realize that they do not understand what they have read, they will go back and reread, and question or summarize what is that they need to understand. In one of the studies of young adults, it was found that parental permissiveness was positively associated with impulsiveness, which was positively related to alcohol use among college students. Based on the studies, we hypothesized that indulgent parenting experienced during childhood and adolescence would affect behavioral and emotional problems in young adulthood as mediated through lowered self-regulation.

Consideration of Diversity

My project will be conducted at California State University, Monterey Bay first-generation freshman students in EOP (Educational Opportunity Program). EOP helps students who have the potential to succeed in college, but who have not achieved their higher education goals because of economic and/or educational background. For entering freshman EOP provides intensive services, Students gain skills and support networks necessary to ensure their success. EOP is a point of entry program that a student could apply to only prior to attending California State University, Monterey Bay. A team of faculty, advisors, students, and other campus representatives are involved in all facets of the program. EOP expanded their target student population from starting at 40 students and in 2017 grew up to be 140 students. Only California residents are eligible to participate in EOP, regardless of ethnicity. EOP provides a grant for the students that qualify, they are never guaranteed, priority is given to the students with the greatest need as demonstrated by their EFC (Expected Family Contribution). EOP provides access to opportunities for underserved students (low income, first-generation) by making higher education a possibility for prospective students with the potential for academic excellence.

Learning Outcomes

I intend to provide a 1- hour session to first- generation freshman EOP students at California State University, Monterey Bay.

By the end of my project, the participants will :

1. Describe the importance of time management
2. Make timely decisions and find solutions to procrastination
3. Describe organization skills

Method

Could not complete due to Covid- 19

Results

Could not complete due to Covid- 19

Discussion

Although I was unable to execute my project, I believe that it would have been beneficial and of good service, for students who are struggling to be efficient with their time and learn some organization skills to better help them in their college journey.

References

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