

Name: _____

English – Period _____

Dr. Shew

Date: _____

Notes

Article 1:

Carter, Claire. "From Vegetation to Procrastination: Breaking Bad Habits." *College Express Magazine* (2015): 12. Masterfile Premier. Web. 23 Nov. 2015.

According to Carter, what are the bad habits many students have?

- 1.
- 2.
- 3.

What makes college or school in general easier?

- 1.
- 2.
- 3.

According to Carter, most teachers or professors have these standards:

1.
 - a. start and finish
 - b. syllabus (an outline of deadlines and assignments)
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Article 2:

Crabbe, Tony. "A Case Against the Clock: Why Time Management Doesn't Make Us Happier or More Productive." *Reader's Digest* 1 Dec. 2015: 39-41. Print.

Clocks were _____ before the Industrial Revolution. This means _____.

Tony Crabbe states a popular argument:

Time management is the _____ to our _____.

If we were better organized

- 1.
- 2.
- 3.

People do more stuff with clocks.

More organized – more success?

This only works in a _____ (limited) world.

We live in an _____ (not limited) world.

What does this mean?

What happens when our attention is scattered?

- 1.
- 2.
- 3.
- 4.

To be more effective, what needs to happen?

1. _____ (right things)
 - a. urgent/immediate
 - b. important/strategic ←most important
2. _____
 - a. focus on time?
 - i. less problem solving
 - ii. less imaginative

We can get more done with _____, but we need more _____, _____, and _____.