Theme: Adjusting to college life.
Goal: Help students learn the basics of time management, and how important it is to a student’s success at William & Mary.
Group Size: Unlimited
Time: 20 minutes
Materials: Included in program:
- FAQ about Banner
- Essential Terminology for Every Undergraduate
- Master Calendar– Monthly
- Weekly To-Do List by the Hour
- Note Taking Strategies
- Textbook Reading Strategies

Setting: Any area that will easily fit all participants.

Activity Set-up:
1. Be sure to make enough copies of handouts so that each resident can have one!
2. It is important to gauge the interest for a program like this beforehand. If you have a hall with a lot of upperclassmen, they may not need this information & would be less likely to attend.
3. Optional: bring snacks/drinks for participants.
4. Discuss the importance of time management and organizational skills. Use the handouts as tools/examples during your discussion.
5. Allow participants to ask questions throughout, especially during the discussion on Banner FAQ's. In fact, encourage participants to share tips that they have found to be helpful so far!