

"BEST" Fridays



Time and Life Management

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Overview of BEST Fridays



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- Part 1
 - Best Study Habits
- Part 2
 - Effective Learning Styles
- Part 3
 - Setting Goals and Strategies
- Part 4
 - Taming Your Calendar



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[EE Department Web Page](#)

[UTA Web Page](#)

Fall: 2002 - [EE 5340](#)

2010 - [EE 5340](#)

Spring: 2009 - [EE 2303](#)

2010 - [EE 5342](#)

Summer: 2003 - [EE 5345](#)

2001 - [EE 2303 Syllabus](#)

[Time And Life Management](#)

[Personal Comments of Interest](#)

[GRA/Project Information](#)

[Presentations Scheduled](#)

Ph.D., Michigan State University, 1971
M.S., Iowa State University, 1964
B.S., Iowa State University, 1962

Research Interests: Analog Integrated Circuits. Development of device models for use in computer aided design of integrated circuits, simulation and characterization of solid state devices; silicon and heterojunction bipolar transistors; photo-, step-recovery, resonant-tunneling and PIN diodes; MOS and heterojunction based field effect transistors; electronics manufacturing, statistical process control and quality management. [2 page resume](#). [Full resume](#). [Analog Integrated Circuit Development Program](#)

Academic and Industrial Experience: Professor Carter has been on the faculty of Electrical Engineering at The University of Texas at Arlington since 1979. Prior to that time, he was on the faculty of the University of Michigan (Chemical and Metallurgical Engineering, 1970-1971) and the University of Mississippi (Physics, 1971-1977). Dr. Carter was a member of the technical staff at Texas Instruments (1977-1979). He was on sabbatical at Hewlett Packard (now Agilent) in Santa Rosa, CA, where he was a National Science Foundation Industry/University Fellow (1990-91). Summers of 2004 through 2007, he was on mini-sabbaticals at National Semiconductor in Fort Collins, CO. [2 page resume](#). [Full resume](#).

University Responsibilities and Service: Professor Carter is currently serving on the Publications Committee for UTA. He is a founding officer of the [Faculty/Staff Christian Fellowship](#), serves in a leadership role in the [Campus Ministry Alliance](#), and is Faculty Advisor for [Chi Alpha](#), [International Christian Fellowship](#), and [The Cornerstone](#). He has served as EE Associate Chair, a Faculty Senate Representative, Representative to the Graduate Assembly, EE Graduate Advisor, Chairman of the EE Graduate Program, Chairman of the Undergraduate Curriculum Committee, and Director of the NSF Center for Advanced Electron Devices and Systems.

Professional Activities: Professor Carter is a Senior Member of The Institute of Electrical and Electronic Engineers. He is active in the Microwave Theory and Techniques and Electron Devices Societies of the IEEE, and served as the Technical Program Committee co-Chair for the [2004 International Microwave Symposium](#), and continues to serve on the TPC Chairs Committee. He has served as an officer in the Dallas Chapters of IEEE-MTT and IEEE-EDS.

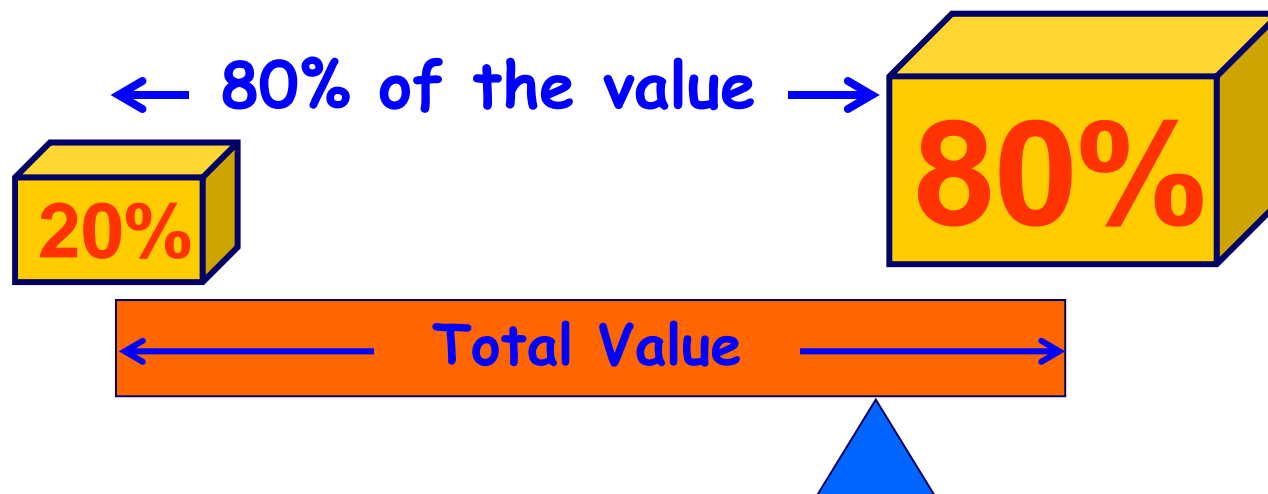
Objectives of BEST Fridays



- Develop Worthy Priorities
- Concentrate on the 20% most important
- Learn Life Management
- Challenge to live a balanced life
- Protect Investment
- Increase ability to remember most important things
- Show Professors what you learned
- Do Term Papers and Projects better and in less time
- Learn resources for satisfying success

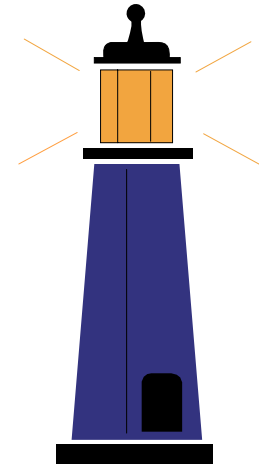
80/20 Principle

- 80 % of the VALUE comes from 20 % of the items (**vital few**)
- 20 % of the VALUE comes from 80 % of the items (**trivial many**)



S.A.F.E. Aggressive Thinking

- S.A.F.E.
 - Scan/Ask: Objectives, Clues, Why, Be Alert
 - Focus/Explore: Concentrate, Dig, Challenge, Clarify, Apply, Tie-in
- C.O.P.E. with seeking the facts
 - Symptoms vs. Causes
 - Consider Objectives
 - Look for Patterns
 - Determine Eighty/twenty priorities



Getting Started - Acquire Basic 80/20 Study Skills

- Students who get better grades ...
 - Attend Class
 - Sit in the Front Three Rows
 - Study at least 1 1/2 hours for every hour in class
 - Know Their Class Objectives



Modes of Intelligence

Areas of Learning

- Language* - written & oral communication
- Logical/Math* - systematic express.
- Musical - tone, pitch, rhythm 
- Spatial - observation, visualization, mental images
- * normally considered
- Bodily/Kinesthetic - coordination and athletic ability
- Interpersonal - perceiving and considering others and their intentions
- Intrapersonal - knowledge of self, intent and purpose

Categories of Learning Styles in Class & Study

- 5 Categories: Environment, Emotion, Social, Phys., Psych.
- Time When do I do my best?
- Grouping 
 - Alone, together, group
- Senses - See, hear
- Process
 - emotional or logical
- Setting
 - placement, formality
- Acoustics
 - Quiet or music
- Focus
 - detail or overall
- Motivation
 - grade, self, deadline or accountability
- Intelligence Mode


Putting Things Into A Jar*

- What is the lesson?
 - Big Rocks
 - Little Rocks
 - Gravel
 - Sand
 - Water

*Acknowledgment to Steven Covey.



Vision: Dreams with Deadlines



- Fred Polack, *Image of the Future*
 - Significant vision \Rightarrow Significant action
 - Vision enables, no vision puts at risk
- Benjamin Singer, *The Future Focused Role-Image*: High performers have
 - Clear, positive vision of the future
 - Think in 5 to 10 year time horizons
 - Believe they can influence their future
- "Where there is no vision, the people perish [are unrestrained]" *Solomon*

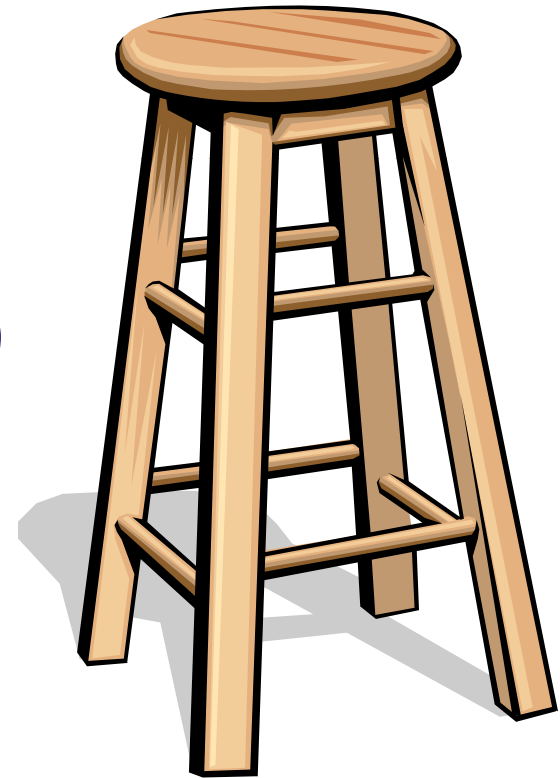
Principles of a Personal Vision

- What purposeful life do you perceive for 10 years from now?
 - values / legacy
- The more details you include will give you better
 - direction
 - motivation
 - guidance.



A Personal Vision Statement (long term)

- Spiritual / Purpose / Life-Meaning / (Values)
 - Why am I here - why do it?
- Intellectual / Professional / Career (Goals and Obj.)
 - What should/will I do?
- Relational / Emotional
 - Who will I be with?
- Physical/Health
 - Will I be enabled to?



Vision Questions To Ask Yourself

- What is of greatest importance?
- What do I enjoy doing?
- What do I admire most in others?
- What are my greatest talents?
- Who has made the most impact on me?
- What has given me the greatest happiness?
- What would I do if money/time no object?
- What is most important? - values
- What have I done of greatest worth?
- How can I make the greatest contribution?
- What kind of person do I want to be?
- What do I want to do with my life?

Values: Vision with Integrity and Virtue



- Wisdom
- Courage
- Friendship
- Honesty
- Justice
- Kindness and Love
- Hope
- Patience
- Self control
- What do you need to be true and consistent?
- Integrity
- Relationships
- Diligence
- Productivity
- Humor
- Faithfulness

Application Exercise



- Write your Personal Vision Statement including
- What will you be doing? _____

- Why will you be doing it? _____

- Who will you be with? _____

- How will you maintain your health? _____

Achieving the Vision: Deciding what you need

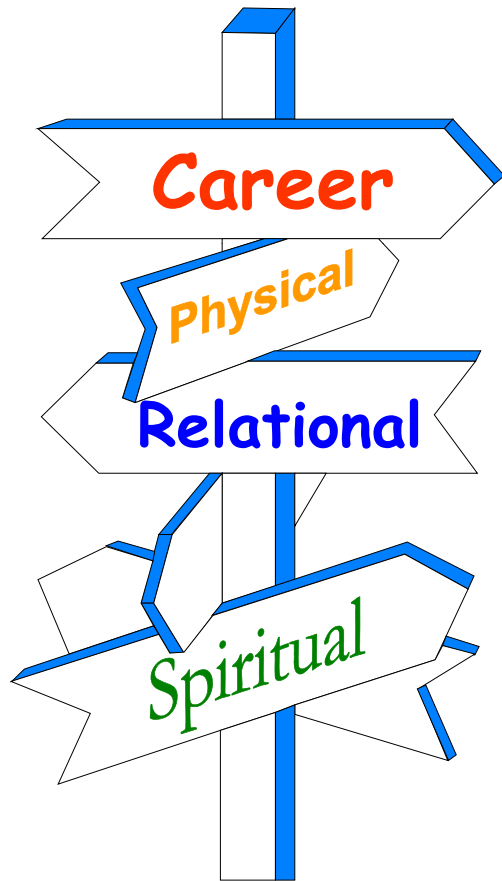
- What would you need to build a house?
 - Plan
 - Skills
 - Tools
 - Materials
- Achieving a Mission or fulfilling a Vision requires the same planning as a building
- Vision > Objectives > Strategies > Tasks/Goals



Steps to the Vision - Setting Objectives, Strategies and Goals

- The Vision takes shape in 3 to 10 years
- Objectives take 1 to 5 years
- Balance in all four areas of the Vision
 - Career/Academic, Spiritual, Relational and Physical
- Measurable Objectives
- Clear Strategies for accomplishment
 - plan, tools, skills, resources, apply strategies
 - formulate short term, measurable goals
 - DO IT!

Develop Objectives



- Develop Objectives: The check-points in the shorter term (1 to 5 yr. specific objectives.)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____


Develop Strategies



- Develop Strategies:
The pathways to your objectives - well defined and measurable tasks.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Keeping on Goal: Status Check



- Are you satisfied with the Vision Statement? - check 3 to 5 years
- Are the Objectives appropriate? - check yearly
- Are the Strategies working? - check yearly
- Am I staying on the task of applying the strategy? - check goals/tasks weekly

Priorities: Staying True to the Vision by completing goals

- Time Management Matrix

	Important	Not Important
Urgent	I	III
Not Urgent	II	IV

- In which Quadrant do you live?
- What is the most important Quadrant?

Managing Priorities and Quality



- Higher productivity and quality are achieved in II
- The way to stay out of I is planning and scheduling
- The way to stay out of III and IV is paying attention to priorities and goals

A \$25,000 Idea

(quoted by Covey)



- Operate According to Priorities
- Make a list of things you need to get done.
 - #1 - Most important _____
 - #2 - Second priority _____
 - ...
- Keep doing #1 until it is done.
- What do you "seek first"?

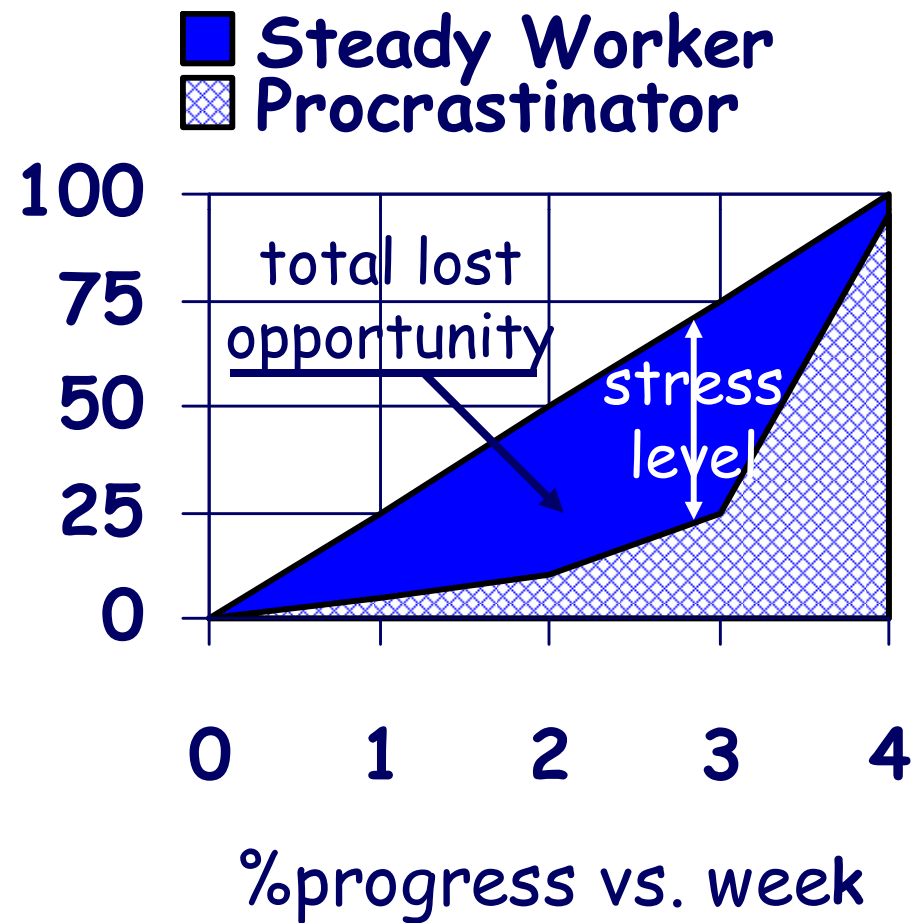
Time Management Principles



- Operate according to Priorities
- Have a place for everything
- Record commitments right away
 - Appointments
 - Papers and Projects
 - Quizzes and Exams
- Schedule fulfillment of commitments right away

The Pain of Procrastination

- Steady learner vs. the procrastinator
 - steady - more learning opportunity
 - steady - less stress (private communication, J. Quick)
- Don't procrastinate
 - plan right away
 - measurable goals
 - stick with the plan
 - review the plan



Scheduling Tips



- Set measurable goals every week in all four areas -
 - Career and Academic
 - Spiritual and Purpose
 - Relationships and Emotional
 - Physical and Health
- Schedule tasks and time to achieve goals each week

Everyone Has 168 Hours a Week

		Tuesday Schedule
		Wednesday Schedule
		Thursday Schedule
Sunday Schedule		
		Friday Schedule
Monday Schedule		
		Saturday Schedule

Plan Your Own Schedule*

- Classes = Hc hours _____
- Work _____
- Study = $1.5 * Hc$ hours _____
- Recreation _____
- Social _____
- Exercise _____
- Spiritual and Purpose (Character) _____

*My standard work schedule is at www.uta.edu/ronc/schedule/

Goals and Planning bring Effectiveness

Weekly Goals		Tuesday Schedule	G1
Career/Acad.	Health/Physical		G2
1	1		G3
2	2		G4
3	3	Wednesday Schedule	G1
...	...		G2
Relatnl-Emotionl	Spiritual		G3
1	1		G4
2	2	Thursday Schedule	G1
3	3		G2
...	...		G3
Sunday Schedule		G1	G4
		G2	Friday Schedule
		G3	G1
Monday Schedule		G1	G2
		G2	G3
		G3	G4
		G4	Saturday Schedule
			G1
			G2

Plan for Success on a Weekly Basis

- Arrange your standard week (sw)
- Set Goals/Tasks in each area of your Vision for each Week and Day -
BALANCE !
- Plan a weekly schedule over the weekend
 - Put in large & important items first (sw)
 - Fill in with smaller items by importance
- Review and adjust schedule daily
- Plan five 8-10 hour days/wk for career

Standard Week Task Schedule *(Big Rocks First)*

Weekly Goals		Tuesday Schedule	G1-
Career/Acad.	Health/Physical	<i>8 to 10-Study English</i>	G2-
1- <i>Go to classes</i>	1-	<i>2-English</i>	G3-
2- <i>Study</i>	2-		G4-
3-	3-	Wednesday Schedule	G1-
...	...	<i>9-Calculus</i>	G2-
Relatnl-Emotion	Spiritual	<i>11-Physics</i>	G3-
1-	1-	<i>1 to 5-Study Calc & Phys</i>	G4-
2-	2-	Thursday Schedule	G1-
3-	3-	<i>8 to 10-Study English</i>	G2-
...	...	<i>2-English</i>	G3-
Sunday Schedule		G1-	G4-
		G2-	Friday Schedule
		G3-	<i>9-Calculus</i>
Monday Schedule		G1-	<i>11-Physics</i>
<i>9-Calculus</i>		G2-	<i>1 to 5-Study Calc & Phys</i>
<i>11-Physics</i>		G3-	Saturday Schedule
<i>1 to 5-Study Calc & Phys</i>		G4-	G1-
			G2-

Set Goals for a Balanced Life

Weekly Goals		Tuesday Schedule	G1-
Career/Acad.	Health/Physical	<i>8 to 10-Study English</i>	G2-
1- <i>Go to classes</i>	1- <i>Exercise</i>	<i>2-English</i>	G3-
2- <i>Study</i>	2-		G4-
3-	3-	Wednesday Schedule	G1-
...	...	<i>9-Calculus</i>	G2-
Relatnl-Emotion	Spiritual	<i>11-Physics</i>	G3-
1- <i>Meet Friends</i>	1- <i>Sp. Formation</i>	<i>1 to 5-Study Calc & Phys</i>	G4-
2- <i>Call parents</i>	2-	Thursday Schedule	G1-
3-	3-	<i>8 to 10-Study English</i>	G2-
...	...	<i>2-English</i>	G3-
Sunday Schedule			G4-
	G1-		
	G2-	Friday Schedule	G1-
	G3-	<i>9-Calculus</i>	G2-
Monday Schedule	G1-	<i>11-Physics</i>	G3-
<i>9-Calculus</i>	G2-	<i>1 to 5-Study Calc & Phys</i>	G4-
<i>11-Physics</i>	G3-	Saturday Schedule	G1-
<i>1 to 5-Study Calc & Phys</i>	G4-		G2-

Schedule Tasks to Accomplish Goals

Weekly Goals		Tuesday Schedule	G1. <i>S1-7</i>
Career/Acad.	Health/Physical	<i>8 to 10-Study English</i>	G2. <i>C3</i>
1- <i>Go to classes</i>	1- <i>Exercise</i>	<i>2-English</i>	G3.
2- <i>Study</i>	2-	<i>3 Complete Phys project</i>	G4.
3- <i>Phys proj Fri</i>	3-	Wednesday Schedule	G1. <i>H1-7</i>
...	...	<i>9-Calculus</i>	G2.
Relatnl-Emotion	Spiritual	<i>11-Physics</i>	G3.
1- <i>Meet Friends</i>	1- <i>Sp. Formation</i>	<i>1 to 5-Study Calc & Phys</i>	G4.
2- <i>Call parents</i>	2-	Thursday Schedule	G1. <i>S1-7</i>
3-	3-	<i>8 to 10-Study English</i>	G2.
...	...	<i>2-English</i>	G3.
Sunday Schedule		G1. <i>S1-8</i>	G4.
		G2.	Friday Schedule
2- <i>Meet Friends</i>		G2.	<i>9-Calculus</i>
Monday Schedule		G1. <i>H1-7</i>	<i>11-Physics (Proj. due)</i>
<i>9-Calculus</i>		G2.	<i>1 to 5-Study Calc & Phys</i>
<i>11-Physics</i>		G3.	Saturday Schedule
<i>1 to 5-Study Calc & Phys</i>		G4.	G1. <i>S1-7</i>
		<i>2-Call parents</i>	G2. <i>R2</i>

Plan Your Own Schedule for the Whole Semester

Weekly Goals		Tuesday Schedule	G1
Career/Acad.		Health/Physical	G1.
1.	1.		G2.
2.	2.		G3.
3.	3.		G4.
...		Wednesday Schedule	G1.
Relatnl-Emotionl		Spiritual	G2.
1.	1.		G3.
2.	2.		G4.
3.	3.	Thursday Schedule	G1.
...			G2.
Sunday Schedule		G1.	G3.
		G2.	G4.
		G3.	Friday Schedule
Monday Schedule		G1.	G1.
		G2.	G2.
		G3.	G3.
		G4.	G4.
		Saturday Schedule	G1.
			G2.

Tying it all together



- Be an 80/20 student - SCAN
- Use your intelligence and learning style
- Have a Vision, Goals and Strategies
- Plan to achieve the Goals and Vision
- What do you need to make it work?
 - Truth
 - Wisdom
 - Effort

BEST "Fridays"

- Notes are on the WWW. Go to <http://www.uta.edu/ronc/> and click Time And Life Management
- For more about the best decision I ever made. Go to <http://www.uta.edu/ronc/> and click Personal Comments of Interest
- References:
 - Making the Grade, by Douglass and Janssen, Here's Life Pub., San Bernadino, CA, 1985.
 - Time Management and Study Strategies, by Walter Bradley, Private Communication, 1999.