

**CASE WESTERN RESERVE UNIVERSITY
EAST CLEVELAND PUBLIC SCHOOL DISTRICT
PROVOST SCHOLARS
Intensive University Seminar: Session Twelve, Spring 2017
Thursday, February 2, 2017
2:30-5:00pm
Guilford House, 11112 Bellflower Road, Cleveland, OH 44106**

Seminar Title: *Under the Umbrella of Time Management*

Purpose

The purpose of this seminar is to create an awareness of the necessity and benefits of effective time management. As the demands of life increase, it is essential for students to develop an appreciation for the benefits of effective time management and to be aware of some of the most common barriers that are associated with effective time management. Emphases will be placed on overcoming these barriers. Before students will embrace the practice of effective time management, they must be able to identify benefits of time management and relate them to their own lives. For example, using time management to reduce crises often helps to prevent anxiety and stress. Time management can also help with self-regulation and decision making, and increase one's sense of competence.

Presenter Biography



Dr. James Eller is the Associate Director for Academic Resources in the Department of Educational Services for Students (ESS) at Case Western Reserve University (CWRU). He provides leadership and guidance for the department's academic support programs, including *Supplemental Instruction (SI)*, *Peer Tutoring*, *Study Group +1*, and the other related academic programs. He also oversees the department's assessment activities and assists students with developing strategies for improving time management, note taking, examination preparation, and other essential learning skills. Dr. Eller is from Northeast Ohio and is in his third career. He has served as an educator and career counselor in the United States Navy, and later as a middle school and high school social studies teacher.

Objectives

Upon completion of this seminar, the Provost Scholars will:

1. Describe the concept of time management, its advantages, and common related barriers.
2. Discuss the benefits of time management, including reducing crises, managing anxiety and stress, and improving self-confidence.

Agenda

2:30 p.m. – 2:40 p.m.: Hors d'oeuvres will be served
2:40 p.m. – 3:55 p.m.: Tutoring
3:55 p.m. – 4:00 p.m.: Brief Intermission
4:00 p.m. – 5:00 p.m.: Seminar Lecture and Discussion, Dr. James Eller

Faculty & Staff

- Dr. Faye Gary, Program Director
- Cicely Philpot, Program Coordinator
- Haruna Sulemana, Master's Student, Program Assistant
- CWRU Tutors

Guest

- Dr. James Eller, Associate Director for Academic Resources, Case Western Reserve University Department of ESS.

Word of the Week: **Meticulous** (adj.) - Taking extreme care and attention to detail. (Adapted from the *Merriam-Webster Dictionary Online*, <https://www.merriam-webster.com/dictionary/meticulous>).

Sentence: Being meticulous is a common characteristic among Provost Scholars at Heritage Middle School and Shaw High School.

Concierge and Matre'd: Leandre Smith and Keshari Alford