

**CASE WESTERN RESERVE UNIVERSITY  
EAST CLEVELAND PUBLIC SCHOOL DISTRICT  
PROVOST SCHOLARS  
Intensive University Seminar: Session Fourteen, Spring 2017  
Thursday, February 16, 2017  
2:30-5:00pm  
Guilford House, 11112 Bellflower Road, Cleveland, OH 44106**

**Seminar Title:** *Under the Umbrella of Time Management (Part II)*

**Purpose**

The purpose of this seminar is to apply some of the basic concepts of time management. The goal is to develop a daily schedule, identify methods to increase the efficient use of time, and document the desired results. As the demands of school and life increase, it is essential for the Provost Scholars to develop effective time management practices, while focusing on increasing productivity and improving proficiency.

**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 other related academic programs. He also has oversight for the department's assessment activities and he 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 he 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. Apply basic time management principles through group discussions that are based on case studies.
2. Develop a time management plan that incorporates an average day of activities, and that reflects the basic concepts and techniques of time management.

**Agenda**

2:30 p.m. – 2:40 p.m.: Hors d'oeuvres  
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:** **Efficient** (*adjective*): *The capacity to produce desired results without wasting materials, time, or energy.*

**Source:** Adapted from the Merriam-Webster Learners' Dictionary Online, <http://www.learnersdictionary.com/definition/efficient>.

**Sentence:** All Provost Scholars will become more efficient learners while they apply time management techniques.

**Concierge and Maître d':** Mason Higgins and Jiara Sanders