



Cover design by Nancy Batra

TIME MANAGEMENT AND OTHER ESSENTIAL SKILLS FOR COLLEGE STUDENTS

How to Improve Productivity, Present with Ease, Study More Effectively, Get an Internship, and Lots More

Dr. Jan Yager

To be published by Hannacroix Creek Books, Inc.
Forthcoming (Fall 2019, Copyright 2020)

Sign up for the [mailing list](#) or use the [inquiries page](#) to find out publication plans for this new title, an outgrowth of the popular SKILLS BUILDING WORKSHOP that I conduct every semester.

Foreign rights inquiries: hannacroix@aol.com

Here are just some of the topics covered in this cutting-edge practical book that incoming freshmen and current college students may find useful including:

- Conquering procrastination and overcoming the top seven other time wasters that college students cope with
- How to prioritize and apply proven time management skills so you can successfully juggle multiple courses, part-time or full-time employment, family, friendship, romantic, and even extracurricular (sports or service) activities
- How to write better essays, term papers, and even e-mails to your professors
- Tips for using PowerPoint to your advantage as well as more guidelines for presenting with more confidence and ease
- Why you need a mentor during and after college and how to find one
- The right way to request a recommendation from a current or former professor
- How to land an internship
- Improving your study and test taking skills
- and lots more

Dr. Jan Yager has been teaching at the college since her the first courses she taught at The New School in her mid-twenties: “The History of Vegetarianism” and “The Roots of Violence,” which has bestselling author Peter Maas (Serpico), New York Times journalist Tom Wicker (Attica), and federal judge Jack B. Weinstein as just some of the guest speakers. Jan went on to get an M.A. in Criminal Justice from Goddard College Graduate Program, under the mentorship of John Jay College of Criminal Justice sociology professor and former policeman Dr. Arthur Neiderhoffer, and then to go on to get a Ph.D. in Sociology from The City of New York (CUNY) Graduate Center where her three areas of specialization were deviance (criminology); family; and medical sociology. A recipient of the 2006 Distinguished Alumni Award from CUNY Graduate Center, in addition to fulltime appointments at New York Institute of Technology (NYIT) and Penn State, Dr. Yager has been an award-winning adjunct at other colleges, most recently, since August 2014, at John Jay College of Criminal Justice/CUNY in New York where Dr. Yager teaches sociology, criminology, penology, and victimology courses.

The author of 45+ award-winning books, including *Career Opportunities in the Publishing Industry*, *Road Signs on Life's Journey*, *Work Less, Do More*, and *Effective Business Writing Skills*, Dr. Yager offers a popular Skills Building Workshop that is well attended every semester at John Jay, *Time Management and Other Essential Skills for College Students* applies Dr. Yager's expertise in time management, writing, business protocol, business relationships, communication skills, and careers to the college experience to achieve maximum results.