

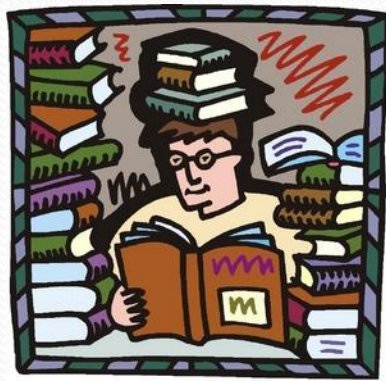
# Time Management 101

Enrichment Event

# The “Pseudo-Studying” Problem

- Looks and feels like someone who is working hard – he or she spends a long time in the library and is not afraid to push on late into the night – but, because of a lack of focus and concentration, doesn’t actually accomplish much.





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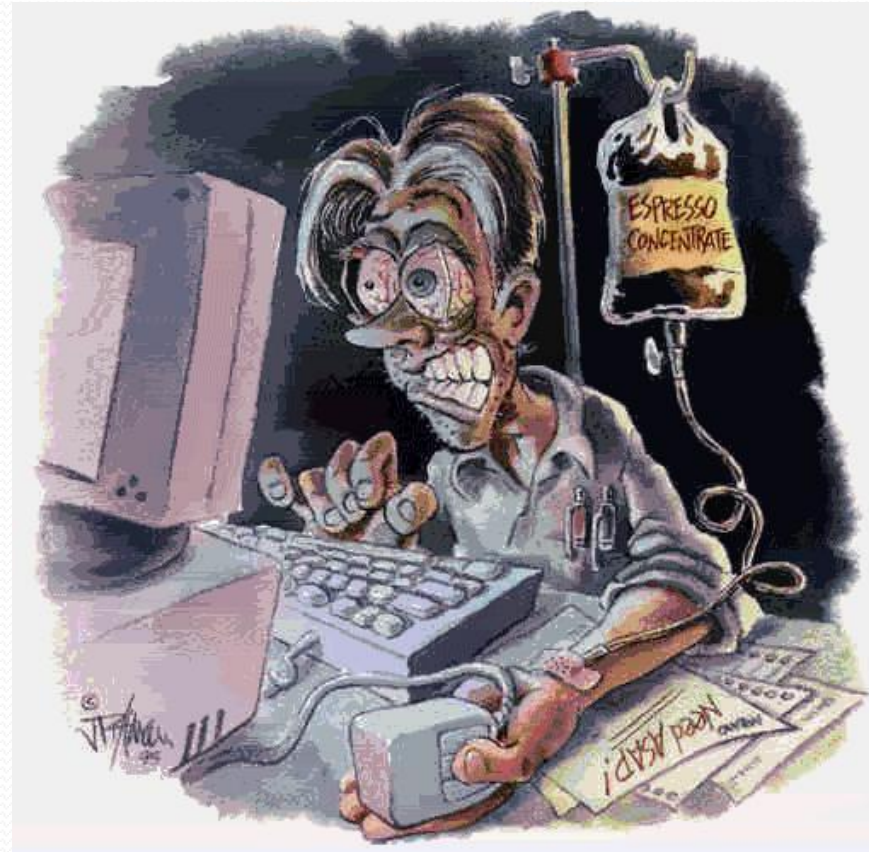


**work accomplished = time spent x intensity of focus**



# Time-Management

- Planning goes a long way at **reducing your daily stress levels.**
- Having deadlines and dates just floating around in your head is **exhausting!**



# A good system...

1. Requires no more than 5 minutes to 10 minutes a day.
2. Doesn't force an unchangeable minute-by-minute schedule on your day.
3. Helps you remember, plan, and complete important tasks before the very last moment.
4. Can be quickly restarted after periods of neglect.

# A good system only requires...



- **Calendar**

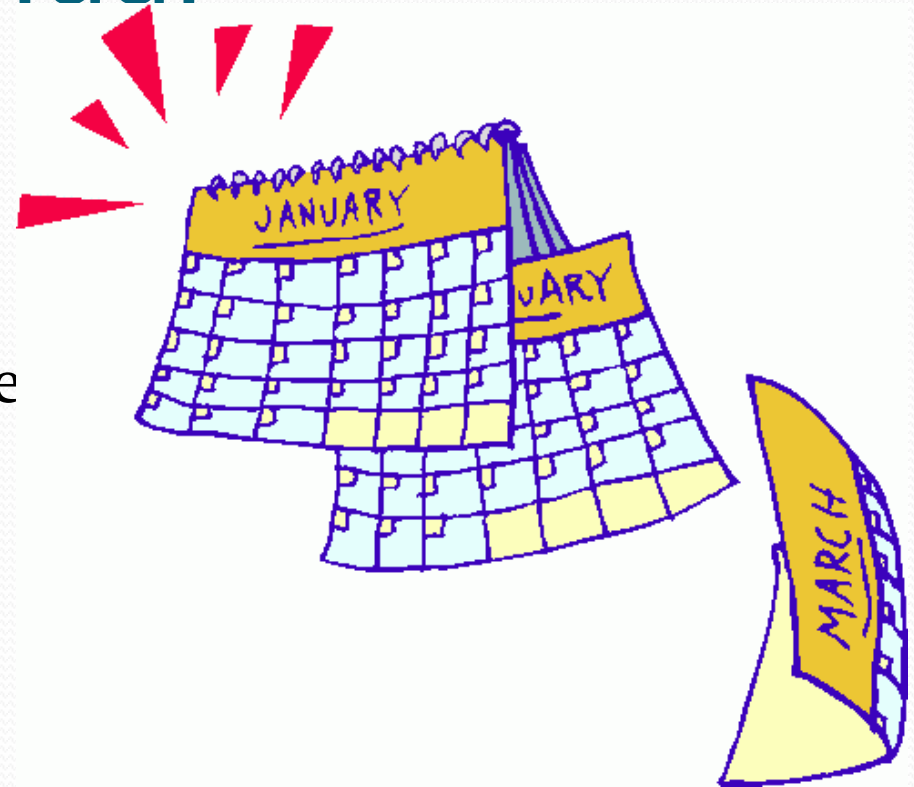
- Can be digital or paper but it needs to have enough room to write around a dozen items
- You do not need to carry this around with you during the day

- **Planner/Notebook**

- A simple piece of paper or notebook that you can update throughout the day
- You need to carry this with you during the day

# Using your Calendar

- Record all your deadlines, tests, etc. on your calendar (master schedule)
  - Do this at beginning of the semester after receiving your syllabi
  - Write to-do's on the day(s) you plan to complete them



# Using your Planner

- Create a rough schedule of what to do during the day.
- Add new things you need to remember.





# Example List

## Today's Schedule

- ~~10 - 12 ECON class~~
- ~~12 - 1 Lunch~~
- ~~1 - 1:45 Gov't Reading~~
- ~~2 - 4 GOVT class~~
- 4 - 5 Finish gov't reading
- 5 - 6 Start French essay

Taken from Calendar

## Things to Remember

- Econ study group, Thur @ 9
- French quiz moved to Fri
- Laundry
- Start researching for gov't paper

Add to Calendar

# Restarting your system

- The key to this system is its simplicity.
- Even the most dedicated student will avoid the calendar during very busy times (think of when you avoid opening bank statements or bills when you don't have the money to pay them – if I don't look at it, it doesn't exist).
- Restart by dumping ALL “to-dos” into a list and sorting from there.

# Declare War on Procrastination

- How do you defeat procrastination?
  - “You don’t, you can’t”
- What can we do?
  - We can limit it or try to reduce it’s destructiveness



# Battle Plan #1

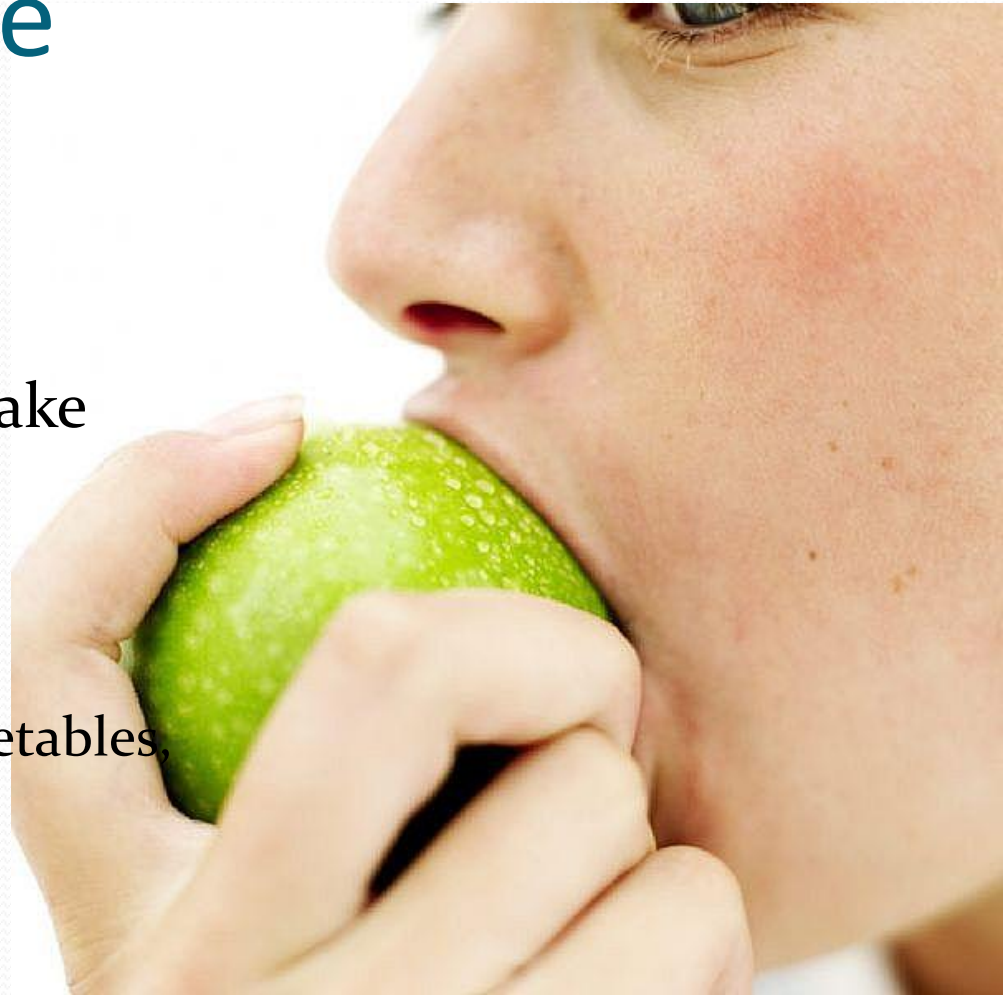
## Keep a work progress journal

- Keep a notebook by your calendar, jot down today's date and the most important tasks you are scheduled to get done.
- If you are able to complete them all, at the end of the day write "all completed"
- However, if you are unable to finish some tasks write down a quick explanation.
  - If you have weak excuses it's easier to ignore them if you don't write them down.
- This journal can be used all the time or just in extra busy times.

# Battle Plan #2

## Feed the Machine

- Low energy breeds procrastination
  - Drink water constantly
  - Monitor your caffeine intake carefully
  - Treat food as a source of energy, not satisfaction
    - Eat healthful snacks (vegetables, fruit, whole grains)
  - Don't skip meals



# Battle Plan #3

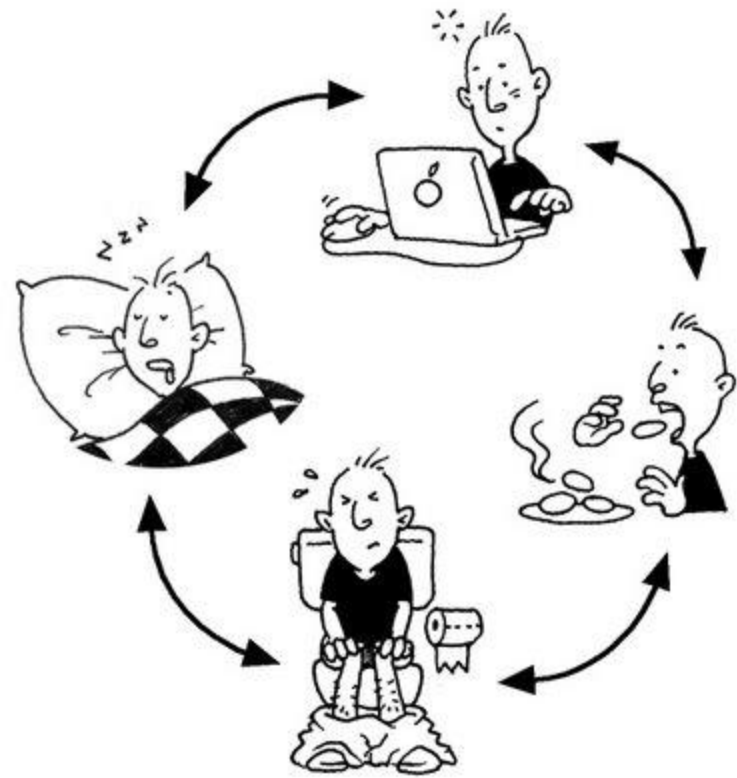
## Make an event out of the w

- Some tasks are horrible which makes them easy to avoid
- Pick a novel location that is out of the way of personal distractions
  - Restaurants or cafes, a space on campus you don't normally frequent, the library



# Battle Plan #4

## Build a Routine



- You schedule varies every day but you should be able to identify at least one hour each weekday, that is consistently FREE.
- After building in free time, schedule times to complete homework
  - Stay consistent (e.g. Govt on TR, Statistics MW)

# Battle Plan #5

## Choose your hard days

- Sometimes you simply have more work due than you can handle with a balanced schedule
- Choose a day (or ½ day) **far in advance** of a deadline to work “hard”
- If it looks like you will have a few hard days make sure you **space them out** over a few weeks





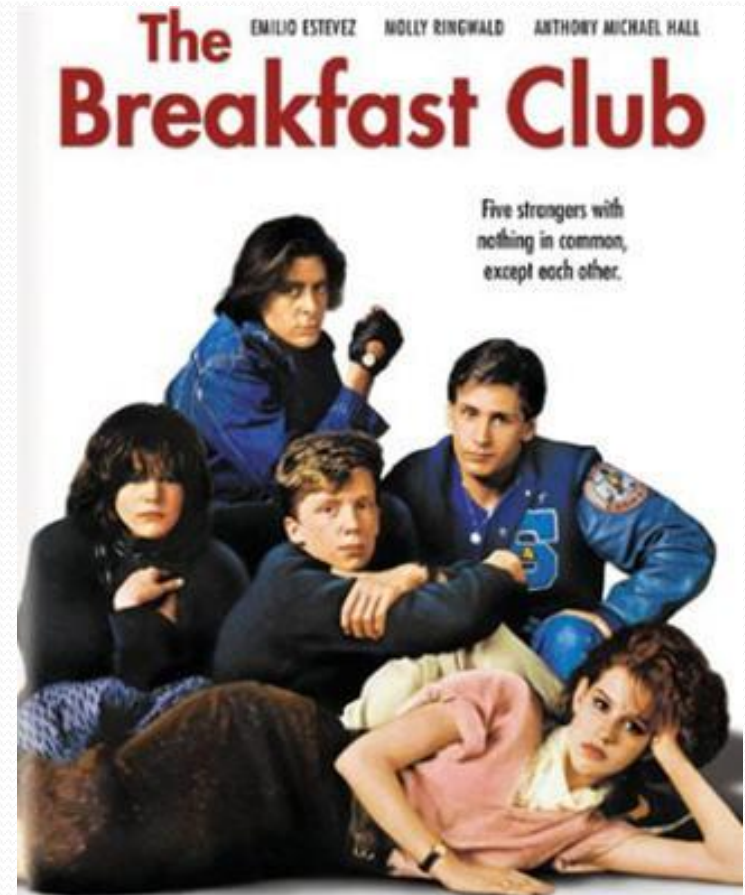
# Choose When, Where & How Long



# Q: When is the best time to study?

A: Early.

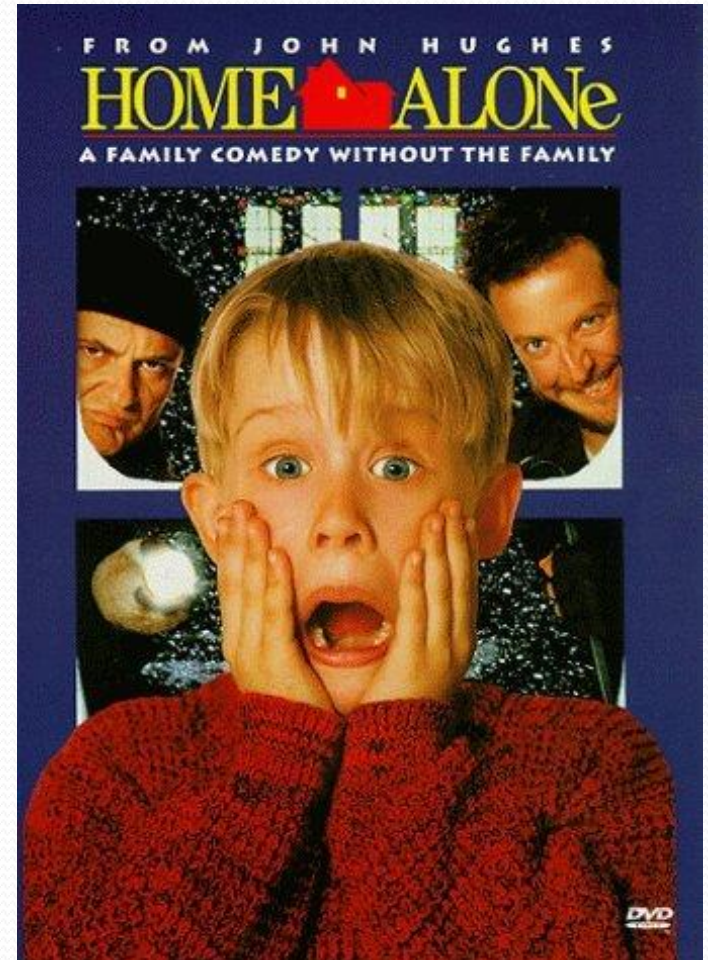
- Between breakfast and dinner
- Avoid studying at night, sleep, television and other distractions can easily hijack your study time
- Your body begins to wind down at night – a dull textbook gets duller at 10pm.



# Q: Where should you study?

## A: In isolation.

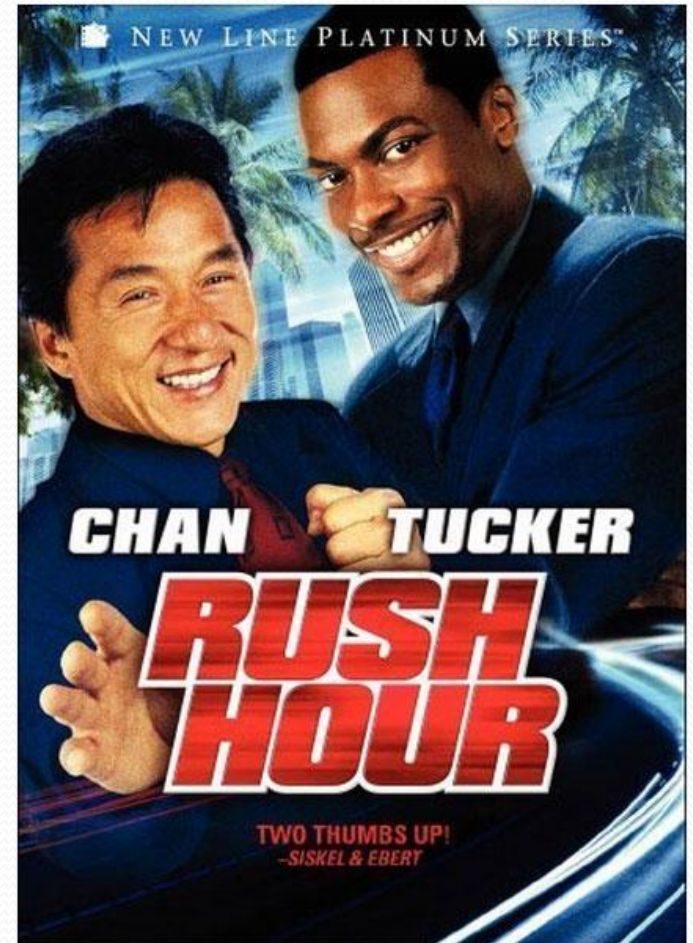
- Identify isolated spots around campus (KEY Center, library, etc.)
- Avoid studying at home if you can help it (way too distracting!)
- Choose more than one spot – (e.g. study for psych in the library and biology at the HSC) it keeps your mind stimulated!



Q: How long should you study?

A: No more than one hour at a time without a break.

- **Intensity** + time spent
- 5-10 minute breaks are sufficient (walk around, check email, read an article but **AVOID** time traps)
- If you work more than one hour without a break you may lose your intensity of focus (40-50 min. preferred)



# Study Basics Review

- **Step #1. Manage your time in five minutes a day**
  - Jot down to-dos and deadlines on a list whenever they arise
  - Transfer these to-dos and deadlines to your calendar every morning
  - Plan your day each morning by labeling your to-dos with realistic time frames and moving what you don't have time for to different dates.

# Study Basics Review

- **Step #2. Declare war on procrastination**
  - Keep a work progress journal, and every day record what you wanted to accomplish and whether or not you succeeded
  - When working, eat healthy snacks to maximize your energy
  - Transform horrible tasks into a big event to help you gather the energy to start
  - Build work routines to make steady progress on your obligations without expending too much of your limited motivational resources
  - Choose your hard days in advance to minimize their impact.

# Study Basics Review

- **Step #3. Choose when, where and how long**
  - Try to fit as much as possible into the morning and afternoon between classes and obligations
  - Study in isolated locations
  - Take a break every hour

