Time Management: How Can I Do Everything?

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As a result of this workshop you will be able to:

1. Recognize how time management is related to achieving your goals

2. Assess where your time goes and if you are using your time efficiently

3. List strategies, systems, and tools for effective time management

4. Define how to become better organized and less stressed
Benefits of Good Time Management Skills

- Increases efficiency and effectiveness
- Eliminates cramming
- Allows more time for review (not relearning)
- Lessens stress and anxiety
- Reduces procrastination behaviors
- Helps one reach a balance in life
Time Management: What Is It?

Conscious control of the amount of time spent on school, work and other activities, in order to maximize personal efficiency. Time management involves analyzing how time is spent, and then prioritizing different work tasks. Activities can be reorganized to concentrate on those that are most important.

(http://dictionary.bnet.comdefinition/Time+Management.html)
Life as a Graduate Student/Teaching Assistant

Roles you must play:
• Graduate student
• Teaching assistant
• Family member
• Spouse or significant other
• Caregiver
• Friend
Who or what is asking for your time?
Recognize & Combat Procrastination

“How do I put things off... let me count the ways.”

1. If I ignore it, it will go away

2. I don’t have enough time to get started so I’ll wait until later

3. There is so much to do, I don’t know where to start

4. I can’t study until my room is clean, I have washed my car, and finished 3 months of dirty laundry

5. I work better under pressure

6. I’ll save the biggest/hardest/least favorite task for last
We procrastinate because...

• **Feels overwhelming:** Big projects can be overwhelming if you do not break them down into smaller steps.

• **Lack of relevance:** Things that are not personally important to you can be harder to begin or finish.

• **Lack of priorities:** Sometimes other choices feel better immediately or are just more fun.
We procrastinate because...

- **Perfectionism**: The belief that good work must be perfect work.
- **Evaluation anxiety**: Worrying about how you or your project will be judged creates anxiety making it harder to complete a task.
- **Fear of failure**: Worrying about what will happen if you make a mistake or if you do something wrong.
What can YOU do?

1. Identify your procrastination traps

2. Make tasks look smaller and easier to handle

3. Implement the 10-minute plan

4. Choose the most productive environment
What can YOU do?

5. Clarify and record your goals

6. Stick with your time management routine

7. Accept yourself - give yourself time to change and improve!
TOP 10 TIPS for managing your time!

1. Organize your goals & priorities
2. Organize your workspace
3. Organize your classes/due dates (Assignment Calendar)
4. Work with (not against) your personal time-clock
5. Budget and monitor your time
6. Use a planner and to-do lists
7. Create a model semester schedule
8. Break large tasks into smaller ones (Project Planner)
9. Use “hidden” time
10. Learn to say “no, but”
Tip #1
Organize your Goals and Priorities

You won’t know how to best spend your time unless you clarify your goals!

- What are your goals?
- Are your goals realistic?
- Which goals are the highest priority?
  - What needs to be done now & what can wait?
  - Use a “to-do” list to organize and prioritize!
Tip #2
Organize Your Work Space

How do you organize your space? (room, desk, backpack, computer files, etc.)

✓ Things you will use right away (within reach)
✓ Things you may use very soon (nearby)
✓ Things you may not use for awhile (stored files)
Tip #3
Organize Your Classes/Due Dates
(The Assignment Calendar)

- Establish notebooks/binders for each course
- Collect syllabi for all of your courses
- Locate all HW assignments and exams
- Record each assignment on the appropriate calendar day
- Color code to easily distinguish assignments
- Cross off assignments and exams as you complete them
- Get accustomed to using a planner and using a schedule
- Plan in research, writing, and study time (don’t forget reminders!)
- Stay ahead of schedule
Tip #4
Work with (not against) your personal time clock

- When are you the most alert?
- When are you the most productive?
- What time of day have you checked out and can’t do any more?
Tip #5
Budget and Monitor your Time

• Overestimate time needed for assignments and tasks
• Allocate time for tasks and move forward
• Adjust schedule as needed
Tip #6

Use a Planner & To-Do Lists

You must plan monthly, weekly, & daily!

- Planner (hard copy or electronic)
- To-Do Lists
- Project To-Do lists
- Model semester schedule
Tip #7

The Model Semester Schedule

Fill out a model schedule each semester!

This model schedule allows you to...

- Get an overall view of your commitments
- Identify how to best spend your time each week in order to reach your goals
- Set up a ROUTINE for success!
The Model Semester Schedule

- Graduate school commitments (inside & outside)
- Teaching Assistant commitments
- Personal time
- Social/family time
- Basic daily tasks
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
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<td>sleep</td>
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<td>sleep</td>
<td>sleep</td>
<td>sleep</td>
<td>sleep</td>
<td>sleep</td>
</tr>
<tr>
<td>7:30am</td>
<td>eat</td>
<td>eat</td>
<td>eat</td>
<td>eat</td>
<td>eat</td>
<td>sleep</td>
<td>sleep</td>
</tr>
<tr>
<td>8:00am</td>
<td>TA class</td>
<td>study</td>
<td>TA class</td>
<td>study</td>
<td>TA class</td>
<td>sleep</td>
<td>sleep</td>
</tr>
<tr>
<td>8:30am</td>
<td>class</td>
<td>study</td>
<td>class</td>
<td>study</td>
<td>class</td>
<td>sleep</td>
<td>sleep</td>
</tr>
<tr>
<td>9:00am</td>
<td>class</td>
<td>study</td>
<td>class</td>
<td>study</td>
<td>class</td>
<td>sleep</td>
<td>sleep</td>
</tr>
<tr>
<td>9:30am</td>
<td>office</td>
<td>gym</td>
<td>office</td>
<td>gym</td>
<td>office</td>
<td>watch TV</td>
<td>eat</td>
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<tr>
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<td>hours</td>
<td>gym</td>
<td>hours</td>
<td>gym</td>
<td>hours</td>
<td>TV</td>
<td>church</td>
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<tr>
<td>10:30am</td>
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<td>gym</td>
<td>gym</td>
<td>TV</td>
<td>church</td>
<td>church</td>
<td>church</td>
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<td>11:00am</td>
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<td>study</td>
<td>class</td>
<td>study</td>
<td>eat</td>
<td>church</td>
</tr>
<tr>
<td>11:30am</td>
<td>study</td>
<td>class</td>
<td>study</td>
<td>class</td>
<td>study</td>
<td>eat</td>
<td>church</td>
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<tr>
<td>Noon</td>
<td>study</td>
<td>class</td>
<td>study</td>
<td>class</td>
<td>study</td>
<td>eat</td>
<td>eat</td>
</tr>
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</table>
Tip #8
Break larger assignments into smaller segments

• Large assignments can cause anxiety & procrastination

• Figure out the project/paper components and do one at a time

• The solution...**Project To-Do List!**
# Project To-Do List

## Project Overview: Psychology Term Paper

### Step: Find a Topic

**Step Deadline:** September 9th, 2009

<table>
<thead>
<tr>
<th>Task Deadlines:</th>
<th>Tasks:</th>
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<tbody>
<tr>
<td>8/28/09</td>
<td>☐ Talk to my professor</td>
</tr>
<tr>
<td>9/2/09</td>
<td>☐ Check my textbooks</td>
</tr>
<tr>
<td>9/7/09</td>
<td>☐ Peruse the available books and journals at the library</td>
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### Step: Locate Research Materials

**Step Deadline:** September 23, 2009

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<tbody>
<tr>
<td>9/12/09</td>
<td>☐ Use library databases to locate articles</td>
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<tr>
<td>9/15/09</td>
<td>☐ Check online databases</td>
</tr>
<tr>
<td>9/21/09</td>
<td>☐ Get articles (download, copy, order from interlibrary loan)</td>
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### Step: Research Paper

**Step Deadline:** October 6, 2009

<table>
<thead>
<tr>
<th>Task Deadlines:</th>
<th>Tasks:</th>
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<tbody>
<tr>
<td>9/29/09</td>
<td>☐ Read articles, taking notes as I go</td>
</tr>
<tr>
<td>10/1/09</td>
<td>☐ Determine if I need additional references</td>
</tr>
<tr>
<td>10/6/09</td>
<td>☐ Piece together an outline of my paper based on my notes</td>
</tr>
</tbody>
</table>

*Add as many additional pages as needed to capture all of the steps in your project*

Adapted from [http://gradschool.about.com](http://gradschool.about.com)
Tip #9
Use “hidden” time
Tip #10
Learn to Say “No, but”

- Do you have a hard time turning people down when they ask you to do something?
- Is it hard to balance school time with social time?

You can’t do it all and do it well without learning to say NO every once and a while!
Helpful Time Management Handouts

- Time Management Grid
- The Model Semester Schedule
- Project To-Do List