Pre Survey Link

http://tinyurl.com/TimeJan23
Objectives

• Establish what your priorities are in life
• Discover where your time goes during the day
• Learn about organizational tools available
• Review effective time management strategies and resources
Pair & Share: Big Rocks

Take a minute to think about this.
Partner up with someone sitting near you and share for 2 minutes what some of the big rocks are in your life.
Time-Management Assessment
On a piece of paper, write down if you agree or disagree with each of the 12 statements below:

1. I tend to be on time for classes and appointments.
2. I set aside time to study for exams.
3. I set aside time to study or read my textbook even if I do not have an exam to prepare for.
4. I regularly take part in social activities despite the fact that I have studying to do.
5. I usually cram for exams.
6. I usually feel prepared on the day of exams.
7. With everything I have to do, I find it hard to complete assignments and projects on time.
8. I do not experience “burn out” anytime between midterm and final exams.
9. I write down the things that I need to do.
10. I have enough time to get done what I need to, but I still find it hard to finish everything.
11. I hardly ever feel pressured to get things done.
12. Dealing with extenuating circumstances such as sorting out financial aid, getting extra tutoring, or seeing a professor during office hours seriously disrupts my daily or weekly routine.
Time-Management Assessment Answer Key

- For statements: 1, 2, 3, 6, 8, 9, 11
  - Give yourself 1 point for each statement that you said you agree with

- For statements: 4, 5, 7, 10, 12
  - Give yourself 1 point for each statement that you said you disagree with
If you scored between 9 and 12, congratulations! You are a good time manager.

If you scored between 5 and 8, you are doing some things right.

If you scored between 1 and 4, you need to spend extra time working on your skills.

Regardless of your score, the tips on the following slides can help you improve your time management skills!
Benefits of Time Management?
People who manage their time well...

- Are punctual
- Meet deadlines
- Complete all tasks
- Give excellent quality
- Have their "In" trays and e-mail inboxes well in control
- Are organized
- Are prepared
- Are calm
- Are relaxed
- Have clear goals and work towards them
- Are healthy
- Are successful

Pair & Share: Time Wasters

- Management by crisis
- Telephone interruptions
- Inadequate planning
- Attempting too much
- Drop-in visitors
- Ineffective delegation
- Personal disorganization
- Lack of self-discipline
- Inability to say no
- Procrastination
- Meetings
- Paperwork
- Leaving tasks unfinished
- Inadequate staff
- Socializing
- Confused responsibility or authority
- Poor communication
- Inadequate controls and progress reports
- Incomplete information
- Travel

Where is Your Time Going?

You have **24 hours** in your day
You have **168 hours** in your week

Ways to Schedule Your Time:
- Daily
- Weekly
- Biweekly
- Monthly
- Semester
- Yearly

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### Time use on an average weekday for full-time university and college students

- **Sleeping**: 8.8 hours
- **Leisure and sports**: 4.0 hours
- **Educational activities**: 3.5 hours
- **Working and related activities**: 2.3 hours
- **Eating and drinking**: 1.0 hour
- **Traveling**: 1.4 hours
- **Other**: 2.2 hours
- **Grooming**: 0.8 hour

*Total = 24.0 hours*

**NOTE:** Data include individuals, ages 15 to 49, who were enrolled full time at a university or college. Data include non-holiday weekdays and are averages for 2011-15.

**SOURCE:** Bureau of Labor Statistics, American Time Use Survey
- My Study Life
- myHomework
- Remember the Milk
- iStudiez
My Study Life

- Can help organize class assignments
- Get reminders
- Sync across devices
- Task lists

https://www.mystudylife.com/
myHomework

- Add homework, tests, projects to calendar
- Get reminders
- Sync across devices

https://myhomeworkapp.com/

Quickly add your homework, tests, projects and lessons.

Get reminded when assignments are due.

Easily enter your class times! myHomework supports time, block and period schedules.

The app store apps work offline and sync when internet connection is available.
Remember the Milk

- Get reminders
- Create task lists
- Organize lists with tags and color codes
- Share lists
- Sync lists

Start dates

Due dates are great for knowing when tasks are, well, due. But what if you need to know when it's time to start working on a task? You need start dates, and now we have them!

Plus, with the new start search operators, you can even create Smart Lists that hide tasks you can't start yet.

Postpone more than a day

Sometimes postponing by one day just isn't enough. You can now postpone by 2 days, 3 weeks, 4 months... procrastinate to your heart's content!

https://www.rememberthemilk.com/
- Color coded classes
- Calendar syncing
- Reminders
- Set priorities
- Costs $$$

http://istudentpro.com/
Syncing D2L calendar

Adding your D2L Calendar to your phone
  Go to Calendar
  Click Settings
  Enable Calendar feeds
Creating a Routine: Planning is Key

“Nonetheless, routine, which brings about a sense of predictability, sense of time control and familiarity, is relevant to time management. A routine not only comprises a sequence of activities or tasks that need to be completed, but also the duration of these activities and the speed with which these are carried out. A routine has a pace that can be altered as the situation demands.” (Waterworth, 2003)

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Urgent vs. Important Priority Schedule

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<td>Pressing Problems</td>
<td>Long-term Projects</td>
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<tr>
<th>Not Important</th>
<th>Urgent</th>
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<tbody>
<tr>
<td>Interruptions</td>
<td>Planning</td>
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<tr>
<td>Time-specific but non-essential events</td>
<td>Long-term Projects</td>
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<tr>
<td>Busywork</td>
<td>Time Wasters (social media/TV)</td>
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Master Your Time: Pomodoro Technique

How it works:
1. Choose a task to be accomplished.
2. Set the Pomodoro to 25 minutes (the Pomodoro is the timer)
3. Work on the task until the Pomodoro rings, then put a check on your sheet of paper
4. Take a short break (5 minutes is OK)
5. Every 4 Pomodoros take a longer break

When life happens:
- **Inform** the other (distracting) party that you're working on something right now.
- **Negotiate** a time when you can get back to them about the distracting issue in a timely manner.
- **Schedule** that follow-up immediately.
- **Call back** the other party when your pomodoro is complete and you're ready to tackle their issue.

Pomodoro Resources:
- Pomodoro Timer –lite & Pro (Android)
- Focus Timer (iOS)

Key Things to Remember

- Routinely assessing your time and weighing your priorities is important in the planning process.
- Having a weekly routine and daily habits will save you time in the long run.
- Utilizing both electronic and hard copy tools will assist in organizing your time.
- Scheduling time for yourself is essential for good self-care and productivity.
Post Survey Link

http://tinyurl.com/PostTMJan23
Work Cited

Questions?

For additional resources and learning support services see: [http://diversity.uahs.arizona.edu/student-learning-services](http://diversity.uahs.arizona.edu/student-learning-services)

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