THE UNIVERSITY OF ARIZONA HEALTH SCIENCES
Diversity & Inclusion

Time Management Workshop

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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 management 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
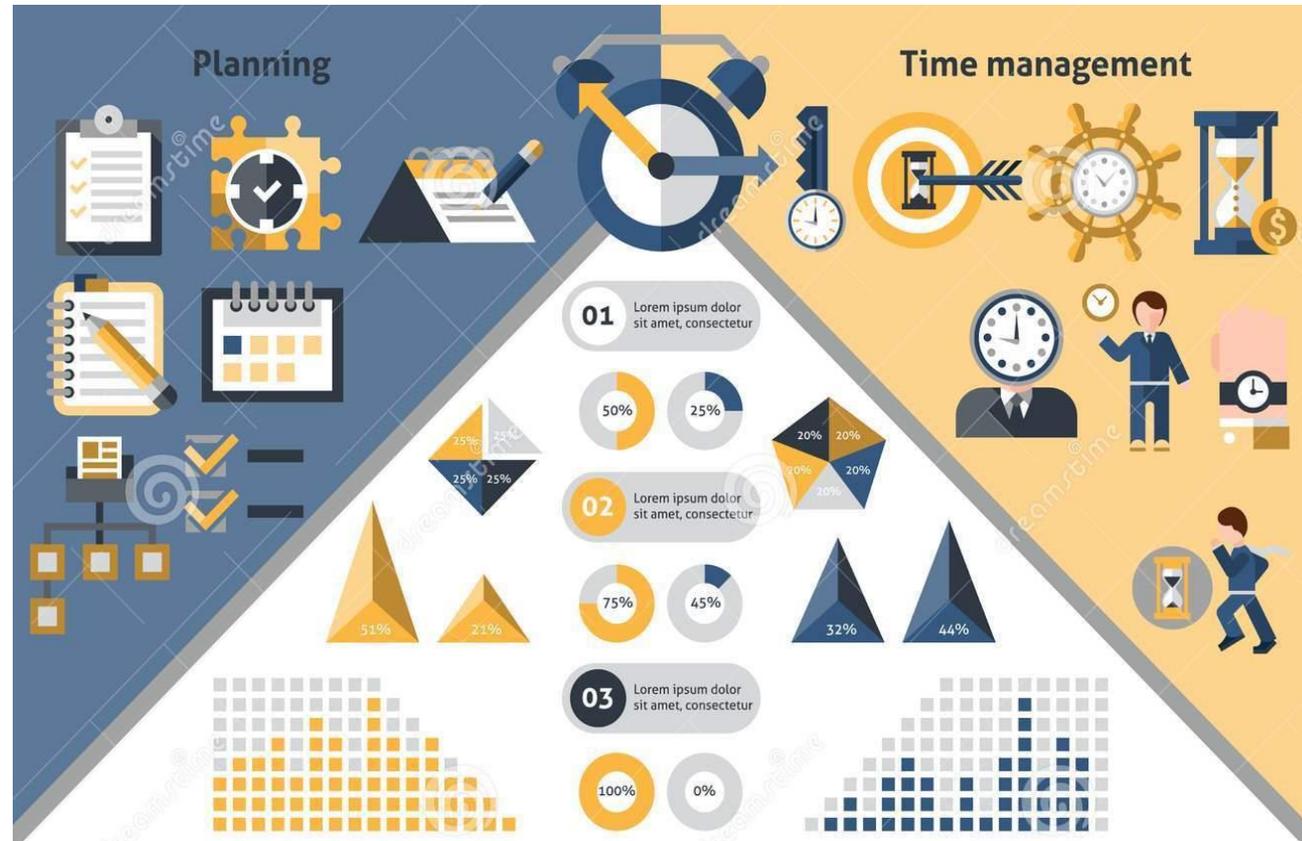
Rao, P. V. (2015). *Time Management for New Employees*. Packt Publishing.

Pair & Share: Time Wasters

12 TIME WASTERS

LACK OF PRIORITIES, - don't get involved in the cases that aren't important to you.

PERFECTIONISM - instead of planning, preparing, waiting until something is perfect – just do it! „Done is better than perfect." (Facebook's motto)

REPEATING THE SAME MISTAKES You have to learn from your mistakes!

COMPARING YOURSELF is unproductive, Comparison can leave us bitter, jealous, and insecure.

TRYING TO PLEASE EVERYBODY It's literally impossible to keep everyone pleased. Everybody is different and might have a different opinion.

UNFINISHED TASKS consume energy and attention. You have to decide: you execute or give up.

WAITING FOR INSPIRATION - new ideas are the results of work, taking action, exercises.

DOING EVERYTHING BY YOURSELF causes fatigue, constant rush, the lack of tangible results. Instead try to delegate tasks, collaborate, accept help and support.

WORRYING ABOUT WHAT PEOPLE WILL SAY - instead, focus on what is good for you.

NOT LIVING YOUR LIFE makes you unhapy. So listen to your heart, follow your own path, learn to say no.

THE FEAR of failure can hold us back.

COMPLAINING doesn't change anything. When things go wrong - you have to just act.

gosiarysuje.pl

- 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

Mackenzie, R. A., & Alec, M. (1972). *The time trap*. New York: Amacom.

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

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

Traveling (1.4 hours)

Other (2.2 hours)

Grooming (0.8 hour)

Sleeping (8.8 hours)

Eating and drinking (1.0 hour)

Educational activities (3.5 hours)

Working and related activities (2.3 hours)

Leisure and sports (4.0 hours)

Total = 24.0 hours
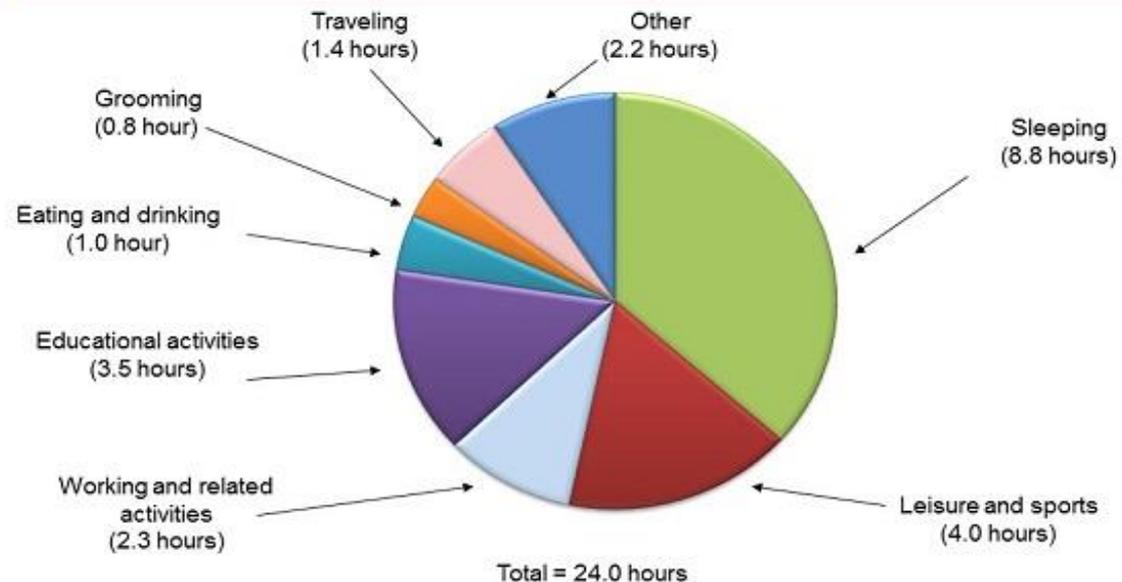
NOTE: Data include individuals, ages 15 to 49, who were enrolled full time at a university or college. Data include non-holiday weekdays and are averages for 2011-15.

SOURCE: Bureau of Labor Statistics, American Time Use Survey

Apps

-My Study Life

-myHomework

-Remember the Milk

-iStudiez

What Apps Can I Use?

My Study Life

- Can help organize class assignments

- Get reminders

- Sync across devices

- Task lists

https://www.mystudylife.com/
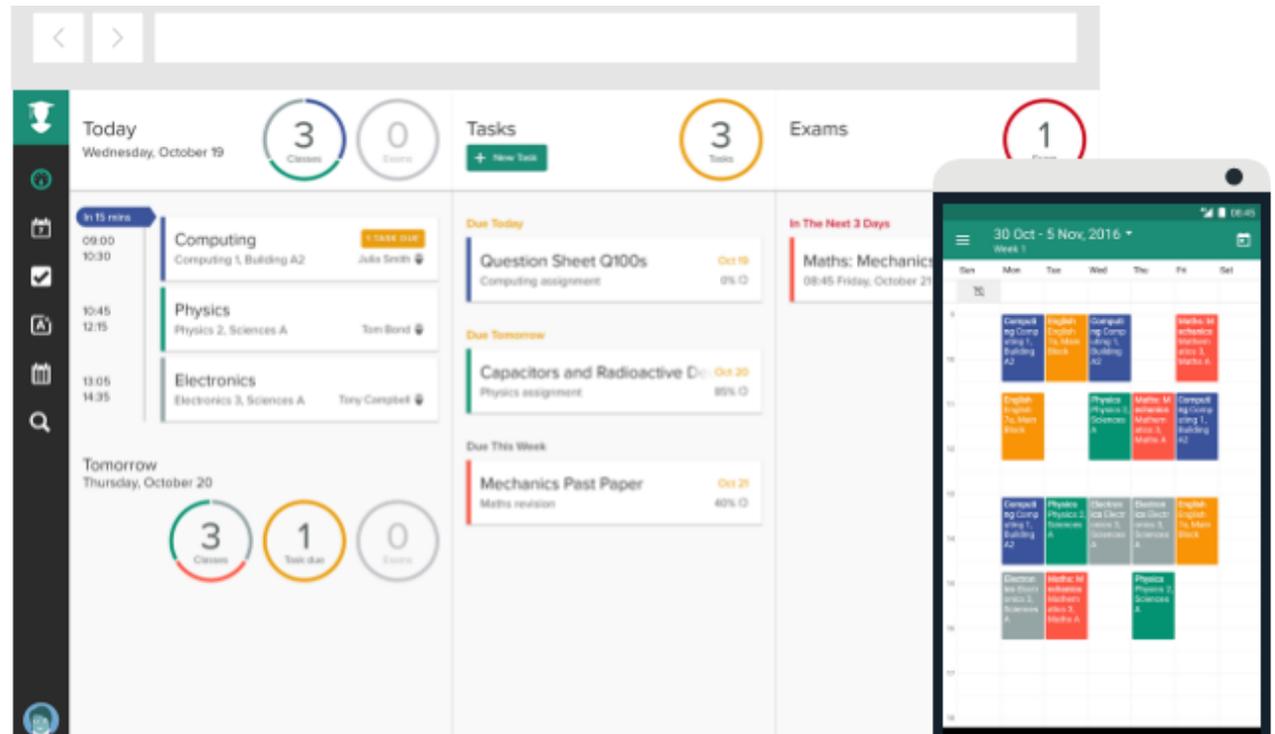
myHomework

- Add homework, tests, projects to calendar

- Get reminders

- Sync across devices

https://myhomeworkapp.com/
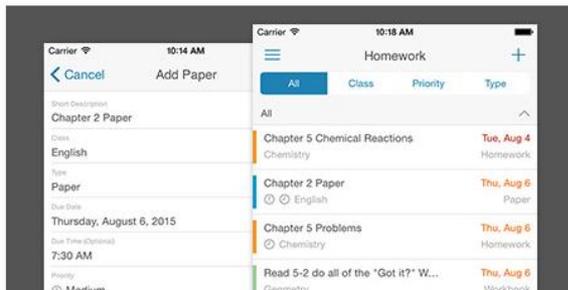
Quickly add your homework, tests, projects and lessons.
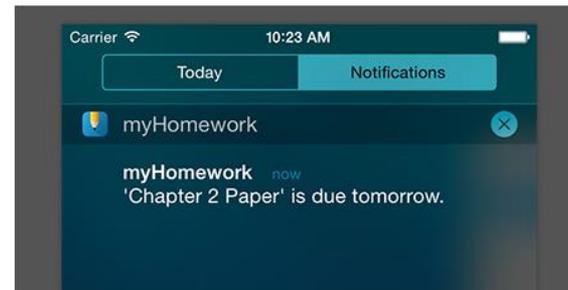
Get reminded when assignments are due.
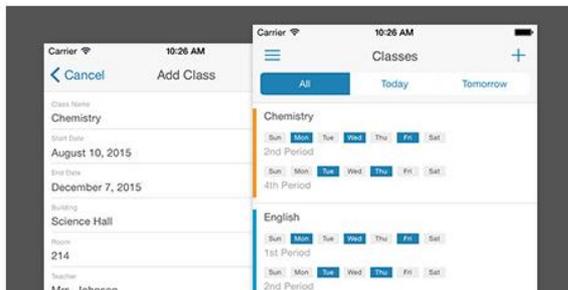
Easily enter your class times! myHomework supports time, block and period schedules

The app store apps work offline and sync when internet connection is available

Remember the Milk

Start dates

Prepare presentation	
start	Mon 11 Jan 2016 ✏
due	Tue 12 Jan 2016
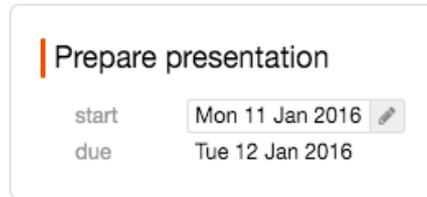
Due dates are great for knowing when tasks are, well, due. But what if you need to know when it's time to start working on a task? You need start dates, and now we have them!

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!

Postpone by:

1 day	→ Today
2 days	→ Tomorrow

- Get reminders

- Create task lists

- Organize lists with tags and
  color codes

- Share lists

- Sync lists

https://www.rememberthemilk.com/
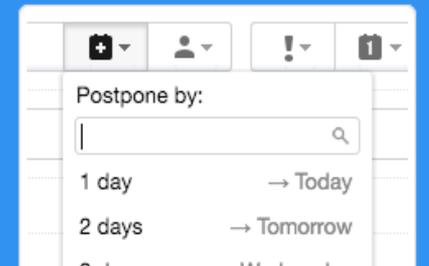
iStudiez

- 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)

Academic Activities – Leisure, Life Activities – Study Time							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00am							
6:00am	Work Out						
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
Midnight							
1:00am							
2:00am							
3:00am							
4:00am							

Waterworth, S. (2003). Time management strategies in nursing practice. *Journal of Advanced Nursing*, *43*(5), 432-440.

Urgent vs. Important Priority Schedule

	Urgent	Not Urgent
Important	Crisis Pressing Problems Last minute projects/hmwk	Planning Long-term Projects
Not Important	Interruptions Time-specific but non-essential events	Busywork Time Wasters (social media/TV)

Dembo, M. H., & Seli, H. (2008). *Motivation and learning strategies for college success*. Routledge.

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

Pomodoro Resources:
- Marinana Timer (WebLink)

http://lifehacker.com/marinara-timer-is-a-flexible-web-based-pomodoro-timer-1191288959

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

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.

Cirillo, F. (2006). The pomodoro technique (the pomodoro). *Agile Processes in Software Engineering and*, *54*(2).

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

- Cirillo, F. (2006). The pomodoro technique (the pomodoro). Agile Processes in Software Engineering and, 54(2).

- Dembo, M. H., & Seli, H. (2008). Motivation and learning strategies for college success. Routledge.

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- Waterworth, S. (2003). Time management strategies in nursing practice. Journal of Advanced Nursing, 43(5), 432-440.

Questions?

For additional resources and learning support services see:
http://diversity.uahs.arizona.edu/student-learning-services
Location: College of Medicine Room 1119B

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