



THE UNIVERSITY OF ARIZONA HEALTH SCIENCES

Diversity & Inclusion

# Student Learning Services

## Time Management Workshop



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# Diversity & Inclusion

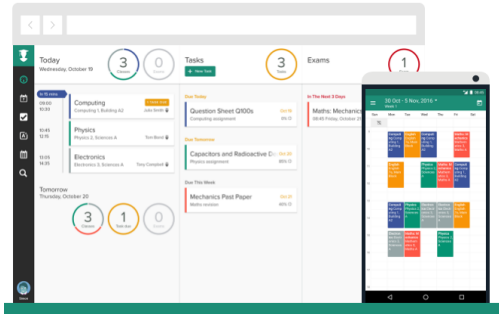
## Daily Schedule

Time	Task/Activity
5:00 A.M.	
5:30	
6:00	
6:30	
7:00	
7:30	
8:00	
8:30	
9:00	
9:30	
10:00	
10:30	
11:00	
11:30	
12:00 P.M.	
12:30	
1:00	
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	
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9:30	
10:00	



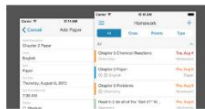
## Electronic Organization Tools

1) <https://www.mystudylife.com/>

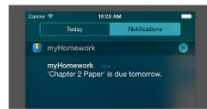


2) <https://myhomeworkapp.com/>

myHomework makes tracking school work easy!



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 stores apps work offline and sync when internet connection is available.

3) <https://www.rememberthemilk.com/>

### Working with dates and times

#### Start dates



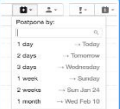
Due dates are great for knowing when tasks are, well, due. But what if you need to know when it's time to start working on a task? You need start dates, and now we have them!

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

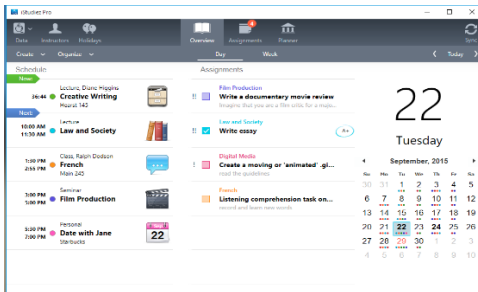
#### Postpone more than a day

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!

Into keyboard shortcuts? Use p to postpone more than a day, and shift + p for regular one day postpone.



4) <http://istudentpro.com/>





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## Weekly Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							



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Urgent vs. Important Priority Schedule

	Urgent	Not Urgent
Important		
Not Important		



## Pomodoro Technique

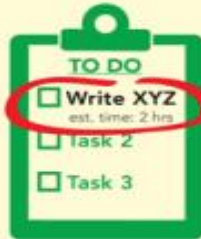
HOW TO BE PRODUCTIVE USING



# THE POMODORO TECHNIQUE

NAMED AFTER THE ITALIAN WORD FOR TOMATO SINCE THE TIMER USED BY THE TECHNIQUE'S CREATOR WAS SHAPED AS A TOMATO

PICK A TASK



A list should be planned ahead of time.

SET THE TIMER TO 25 MINUTES



Although a mechanical timer is suggested (like this tomato-shaped kitchen timer), any type will do.

GET TO WORK



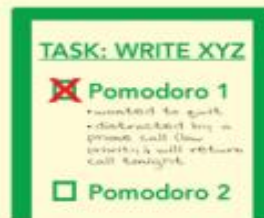
**NO DISTRACTIONS ALLOWED**

STOP WHEN TIME IS UP



This block of work time is called a POMODORO.

RECORD PROGRESS



Make note of anything that could aid future improvement.

TAKE A FIVE MINUTE BREAK



Breaks keep you fresh.

GET BACK TO WORK



AND REPEAT PREVIOUS STEPS

AFTER THE FOURTH POMODORO TAKE A LONGER BREAK (15 - 30 MINUTES)



Squeeze in mindless chores for increased productivity.

CONTINUE LIKEWISE UNTIL CALLING IT A DAY



With such focus and flow, time is used more efficiently while reducing mental fatigue.

THE POMODORO TECHNIQUE® IS A REGISTERED TRADEMARK OF THE TECHNIQUE'S CREATOR FRANCESCO CIRILLO. FOR MORE INFORMATION, VISIT [WWW.POMODOROTECHNIQUE.COM](http://WWW.POMODOROTECHNIQUE.COM).



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## For additional resources and learning support services see:

<http://diversity.uahs.arizona.edu/student-learning-services>

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