

# MANAGING TIME MANAGEMENT

**Shared by CAE (the Center for Academic Enrichment)**

# OVERVIEW

- ❑ Discover where your time goes during the day.
- ❑ Discuss ways to establish what your priorities are in school and life.
- ❑ Learn about organizational tools available.
- ❑ Review effective time management strategies and resources.

# 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 do not attend social events when I need to study
5. I never cram for exams.
6. I usually feel prepared on the day of exams.
7. With everything I have to do, I am still able to complete assignments and projects on time.
8. I do not experience “burn out” anytime between midterm and final exams.
9. I prioritize the things that I need to do.
10. I have enough time to get done what I need to, and I easily finish Everything.
11. I don’t typically feel stressed about completely all of my tasks
12. Dealing with extenuating circumstances such as sorting out financial aid, getting extra tutoring, meeting with an advisor, or seeing a professor during office hours doesn’t seriously disrupt my daily or weekly routine.

# TIME-MANAGEMENT ASSESSMENT

## ANSWER KEY

Give yourself 1 point for each statement that you said you agree with

- If you scored between 9 and 12, congratulations! You are good at managing your time.
- 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!

# WHERE DID THE TIME GO?

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
7:00							
8:00	8:00-9:00	8:00-9:30	8:00-9:00	8:00-9:30	8:00-9:00		
9:00	9:15-10:15		9:15-10:15		9:15-10:15		
10:00		<b>Convo/ Meetings</b>		<b>Shadow Block</b>			
	<b>Chapel</b>		<b>Chapel</b>		<b>Chapel</b>		
11:00	11:00-12:00	11:00-12:30	11:00-12:00	11:00-12:30	11:00-12:00		
12:00	12:15-1:15	12:45-2:15	12:15-1:15	12:45-2:15	12:15-1:15		
1:00	1:30-2:30		1:30-2:30		1:30-2:30		
2:00		2:30-4:00		2:30-4:00			
	2:45-3:45		2:45-3:45		2:45-3:45		
3:00							

# WHERE DID THE TIME GO?

This Time Management Plan is very helpful in providing you with a snapshot of what the average week looks like and where you have time available.

- ❑ Fill in the slots with all of your required activities (class, meals, work, rehearsal, practice, workouts, etc.)
- ❑ With what is left over, schedule in times for homework, studying, and especially breaks).
- ❑ Don't forget to schedule your weekend too.

# WEEKLY PLANNING

## Planning for the week:

- ❑ List your courses
- ❑ List upcoming assignments due for the week.
- ❑ List due dates.
- ❑ Schedule the time you will work on tasks.
- ❑ Create a task list.
- ❑ Repeat for each week.

# GET ORGANIZED! TOOLS TO HELP

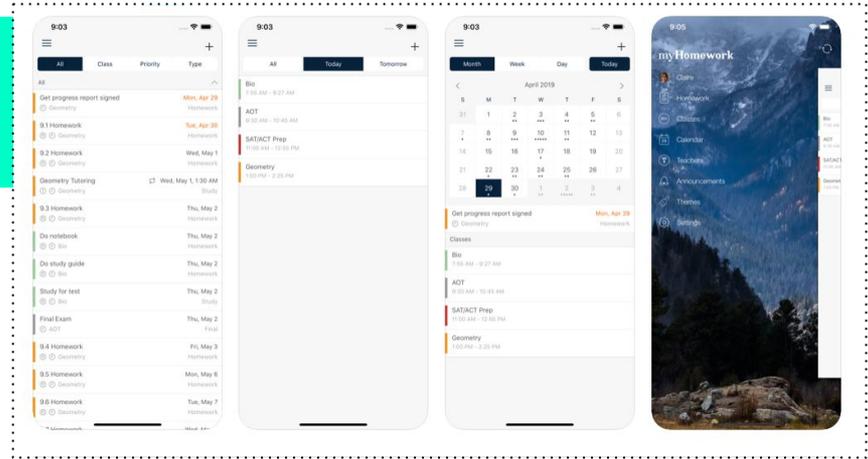


## My Study Life

- ❑ Study app that functions as a planner, but with much more flexibility than your regular paper planner.
- ❑ Can add rotating schedules. This app allows you to choose your layout.
- ❑ Colleges set their own schedules—Fall Semester, J term, Spring Semester, June Term, July Term—they can do what they want.
- ❑ Get reminders of upcoming classes and assignments through this app. The task lists allow you to plug in more than just school work, so you can keep your life organized in one place. Your daily page doesn't just show the classes you have and the times you need to be there. It will also show you what you have that's overdue, or what's due at the end of the week.

# GET ORGANIZED! TOOLS TO HELP

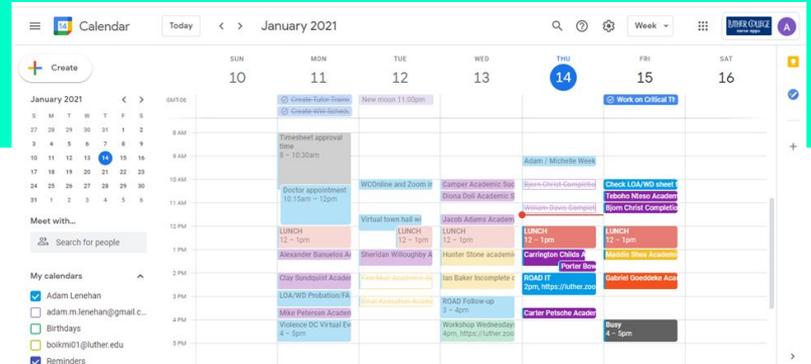
## myHomework Student Planner



- ❑ Track your classes, homework, tests and assignments.
- ❑ Beautiful calendar display.
- ❑ Supports time, block and period-based schedules.
- ❑ Universal (both Apple and Android).
- ❑ Sync across other platforms
- ❑ Receive homework reminders

# GET ORGANIZED! TOOLS TO HELP

## Google Calendar



- ❑ Input your classes, homework, tests and assignments.
- ❑ Ideal because it's the platform used across Luther.
- ❑ Supports time, block and period-based schedules.
- ❑ Universal
- ❑ Sync across other platforms
- ❑ Set up reminders
- ❑ Can create task lists to view on right side of screen

# GET ORGANIZED! TOOLS TO HELP

HTD + | JX |

1

2 **ASSIGNMENT TRACKER** Add subjects or course to the "Subjects" sheet. In this sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due.

3 **Subject** **Assignment** **Status** **Time** **Start date** **Due on**

5	Math	Complete Assignment 1	Done	1.5 hrs	4/10/2021	4/12/2021
6	Geography	Review Ireland's Counties	In progress	30 min	4/13/2021	4/15/2021
7	Physics	Reach Chapter 1 and 2	Skipped	2 hrs	4/14/2021	4/16/2021
8	Biology	Read Chapter 1	Not started	6 hrs	11/2/2016	4/17/2021
9						
10						
11						
12						

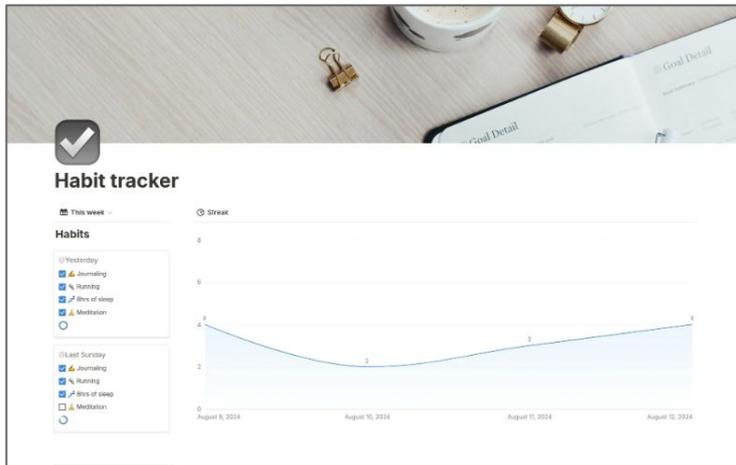
## Assignment Tracker

- ❑ Input your classes, homework, tests and assignments.
- ❑ Input due dates and amount of time estimated for each assignment.
- ❑ Track status of assignments (Not Started, In Progress, Skipped, Done)
- ❑ Great to keep track of all of your assignments and progress.

# GET ORGANIZED! TOOLS TO HELP

## Notion

- ❑ Online platform with note taking, planning/to-do lists, and a calendar
- ❑ Input all of your classes, homework, tests, and assignments
- ❑ Customizable display - whatever fits your aesthetic
- ❑ No app needed - just log in on your phone, laptop, tablet, etc.
- ❑ Habit tracking feature to keep track of life outside of school



**Student Planner**

Gallery

Courses

Course	Code
Intro to Biology	BIO 101
General Chemistry I	CHEM 105
Calculus I	MATH 120

Grouped by course | Calendar | Table

Assignments

Assignment	Deadline
Lab Report 1	February 10, 2024

# GET ORGANIZED! TOOLS TO HELP

## Screen Time Management

- ❑ Limit phone use by placing restrictions on certain apps
- ❑ Monitor what apps you use the most to see where you're losing your time
- ❑ Many different options: StayFree, ScreenZen (can block websites on your computer along with apps), Apple Screen Time

**Add a usage limit**

Warning Type: **Block Further Usage**

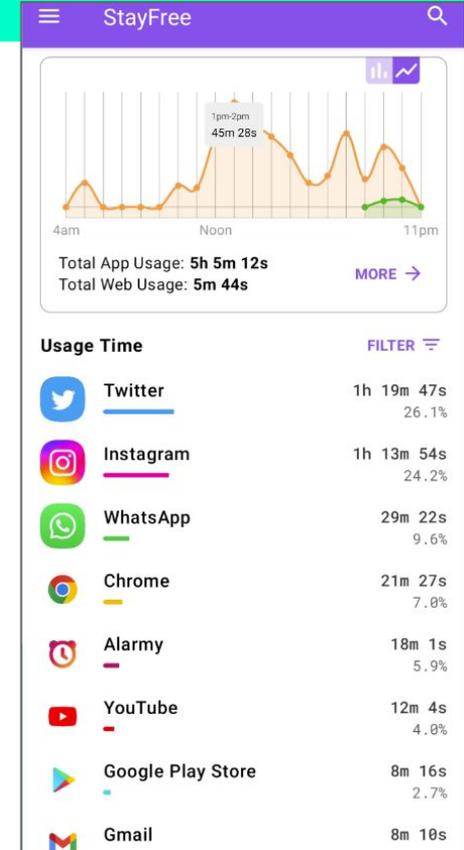
Application will be blocked when you exceed the limit.

Limit Time

12 hrs	29 mins
0 hrs	30 mins
1 hr	31 mins

Optional text displayed on limit

**CANCEL** **SAVE**



# GET ORGANIZED! TOOLS TO HELP

## Good old fashioned paper planner



- Track your classes, homework, tests and assignments after you write them all in.
- Myriad designs and styles; find one that works best for you!
- It will fit all types of schedules.
- Universal
- Receive homework reminders by opening it.
- Write your to do lists and prioritization list.

# PRIORITIES PRIORITIES - EISENHOWER MATRIX

**Urgent**

**Not urgent**

<b>Important</b>	<ul style="list-style-type: none"><li>● <b>Crisis</b></li><li>● <b>Pressing Problems</b></li><li>● <b>Last minute projects/homework due immediately or overdue</b></li></ul> <p><b>DO IT TODAY!</b></p>	<ul style="list-style-type: none"><li>● <b>Planning out your assignments and work</b></li><li>● <b>Long-term Projects</b></li></ul> <p><b>SCHEDULE A TIME TO DO IT.</b></p>
	<b>Not Important</b>	<ul style="list-style-type: none"><li>● <b>Interruptions</b></li><li>● <b>Conflicts with studying</b></li><li>● <b>Peer distractions</b></li><li>● <b>Non-important emails</b></li></ul> <p><b>MINIMIZE</b></p>

# TOOL TO HELP - THE POMODORO TECHNIQUE

**This technique teaches you to work with time, instead of struggling against it.**

1. Choose a task you'd like to get done.
2. Set the Pomodoro for 25 minutes.
3. Work on the task until the Pomodoro rings.
4. When the Pomodoro rings, put a checkmark on a paper.
5. Take a short break.
6. 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.

# CHECKLIST FOR EFFECTIVE TIME MANAGEMENT SKILLS

- Complete Time Management Plan
- Input into Planner
- Task Lists
- Start early
- Review daily

# TIPS FOR MOTIVATION AND FOCUS

- ❑ Plan Ahead
- ❑ Don't Multitask
- ❑ Set Up Your Work Space
- ❑ Adhere to a schedule

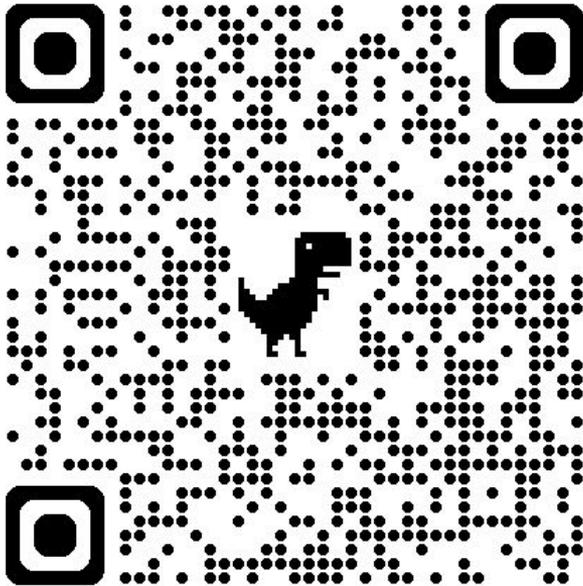
- ❑ Block Out Distractions
- ❑ Reward Yourself
- ❑ Get a Good Night's Sleep

# THINGS TO REMEMBER

- ❑ Routinely assess your time and weigh your priorities is important in the planning process.
- ❑ Have a weekly routine and daily habits which will save you time in the long run.
- ❑ Utilize both electronic and hard copy tools which will assist in organizing your time.
- ❑ Make sure to schedule time for yourself! It is essential for good self-care and productivity.
- ❑ It takes time to be organized, but pays off in the end.
- ❑ Let me know if you want to set up a Time Management appointment!
- ❑ Time management Tutors are available!

OPEN FOR DISCUSSION

THANKS FOR ATTENDING THE SESSION  
WE'D LOVE TO HEAR YOUR FEEDBACK



# WORKS CITED

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