Time Management
LEARNING SKILLS
What is time management?

The use of time to increase your efficiency, effectiveness, and productivity.
What the Research Shows

Effective time management...

- reduces emotional stress
- reduces academic stress
- improves problem solving ability
- improves academic performance
- is the top predictor of Grade Point Average (GPA)
- is a skill highly valued by employers

Key skills involved in time management

- Goal setting
- Prioritizing
- Planning and scheduling

http://sbinfocanada.about.com/od/timemanagement/g/timemanagement.htm
1. Goal setting: S.M.A.R.T

- Specific
- Measureable
- Attainable
- Relevant
- Time bound

Which is the S.M.A.R.T goal?
- I am creating a new website this year
- I am writing 500 words a day for my new 30 page website on Best Restaurants in Sydney by Dec 2015.

http://www.smart-goals-guide.com/smart-goal-examples.html
2. Pioritising

• The tasks you need to complete to reach your S.M.A.R.T goal

• The different S.M.A.R.T goals you have

• The other things you need to fit into your daily life
## 2. Prioritising

**Example tool: Decision Matrix**

<table>
<thead>
<tr>
<th>Important and Urgent</th>
<th>Important but Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Crises, deadlines: e.g. call the plumber to fix broken pipe, submit assignment by 5pm today)</em></td>
<td><em>(Relationship building, planning, recreation)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Important but Urgent</th>
<th>Not Urgent and Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Some phone calls, email, and meetings: e.g. taking a phone call from your mother, someone who wants you to proofread their assignment)</em></td>
<td><em>(busy work, some emails and phone calls, time wasters, pleasant activities: e.g. playing computer games, checking Facebook)</em></td>
</tr>
</tbody>
</table>


S. Covey, 7 habits of highly effective people
3. Planning and scheduling

How much time do you need for your study?

Here's a formula to help you calculate your study time outside of classes.

**Full-time student**

4 subjects
\[ \times \] 3 credit points each
\[ = \] 12 total credit points

12 total credit points
\[ \times \] 3 hours of study each
\[ = \] 36 hours total study

36 hours total study
\[ - \] 12 hours weekly classes
\[ = \] 24 hours weekly study

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What does the University expect of you outside of scheduled class hours?

• complete assigned weekly readings

*academic reading is complex and you may have to manage a heavy reading load*

• complete practice exercises or quizzes

• participate in iLearn unit discussion forums

• spend time researching or locating additional readings in the library

• work consistently on upcoming assignment tasks.
What strategies will you use for planning and scheduling your time as a Macquarie University Student?
Watch these videos from StudyWISE (2 min. each)

https://www.youtube.com/watch?v=LNZtc5pCfLk
https://www.youtube.com/watch?v=Awbt_CDfi6Y
https://www.youtube.com/watch?v=ojSYgPYPtTM
Know the key university dates

Important Dates

This calendar contains session dates, enrolment and other key administrative deadlines. Add these dates to your student or staff GMail calendar by clicking the ‘+ Google calendar’ link in the bottom right corner of the calendar frame. For other University calendars, see the links in the right-hand column of this page.

Other calendars
- Events on campus
- UAC Application dates
- Informatics
- University Council
- Payroll
- Important academic dates

Events shown in time zone: Eastern Time - Melbourne, Sydney
## Know your assignment due dates
### Assignment planner

<table>
<thead>
<tr>
<th>Week</th>
<th>1</th>
<th>2</th>
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<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LING210</strong></td>
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<td>Tutorial Paper 20%</td>
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<td>Tutorial Paper 20%</td>
<td>Assignment 20%</td>
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<td>Paper 40%</td>
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<td><strong>SOC130</strong></td>
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<td></td>
<td>Short Quiz 15%</td>
<td>Short Essay 20%</td>
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<td>Essay 40%</td>
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<td></td>
<td>Short Quiz 15%</td>
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<td></td>
<td>Report 30%</td>
<td></td>
<td>Presentation 20%</td>
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<td>Exam 50%</td>
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<td><strong>IEC100</strong></td>
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<td></td>
<td>Paper 20%</td>
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<td>Group Presentation 20%</td>
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<td>Long Essay 30%</td>
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<td>Exam 30%</td>
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<td><strong>Other activities</strong></td>
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<td>Blue Mt. Trip</td>
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<td>Sister visiting</td>
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</tbody>
</table>

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## Break down the assignment

### Work back from due dates

<table>
<thead>
<tr>
<th>Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOC130</strong></td>
<td></td>
<td>Q analysis &amp; reading</td>
<td>First Draft</td>
<td>Final Draft</td>
<td></td>
<td>Short Essay 15%</td>
</tr>
<tr>
<td><strong>IEC100</strong></td>
<td></td>
<td>Q analysis &amp; write outline</td>
<td>Research &amp; reading</td>
<td>First Draft &amp; extra research</td>
<td>Paper 20%</td>
<td>Final Draft &amp; Proofreading</td>
</tr>
<tr>
<td><strong>Other activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Blue Mountains Trip</td>
</tr>
</tbody>
</table>

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Plan your week in detail
Example of a weekly schedule

<table>
<thead>
<tr>
<th>Weekly Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC130</td>
<td>Exam study 9-11 am</td>
<td></td>
<td>Exam study 9-11 am</td>
<td>Exam study 9:15 -11 am</td>
<td></td>
</tr>
<tr>
<td>IEC100</td>
<td>Tutorial 4–5 pm</td>
<td>Outline paper 4–6 pm</td>
<td>Research for paper 12:45 - 1:45 pm</td>
<td>Start rough draft 3–5 pm</td>
<td></td>
</tr>
<tr>
<td>LING210</td>
<td>Reading (CH 2) 7–8 pm</td>
<td>Lecture 9-11 am</td>
<td>Tute group prep 2:00 – 2:45 pm</td>
<td>Tutorial 11 am – 12 pm</td>
<td></td>
</tr>
<tr>
<td>ACC210</td>
<td>Study group in library 11:30 am-1:15 pm</td>
<td>Lecture 3-4 pm</td>
<td>Quiz prep 2-4 pm</td>
<td>Online quiz due today</td>
<td></td>
</tr>
<tr>
<td>Other activities</td>
<td>Watch an early movie with friends</td>
<td>Go the gym</td>
<td>Sleep in</td>
<td>Dinner out with friends</td>
<td></td>
</tr>
</tbody>
</table>
Online tool

Example: Assignment planning calculator

http://owll.massey.ac.nz/academic-writing/assignment-planning-calculator.php
Digital tools

Example: Google Calendar
Apps

Friday, January 02, 2015 at 2pm

Top Time Management Apps for Students in 2015

Written by Laura Tucker
## Tips for Maximising Your Time and Beating Procrastination

(see StudyWISE)

<table>
<thead>
<tr>
<th>When do you work best?</th>
<th>Set your timetable according to your energy levels. Do you focus better in the morning or at night? Try to work in harmony with your circadian rhythm (or ‘body clock’).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where do you work best?</td>
<td>At home or on campus? In complete quiet or with music or background noise? Can you deal with frequent interruptions or do you need to be on your own?</td>
</tr>
<tr>
<td>Can you break up the task?</td>
<td>It’s hard be productive for long periods of time. Take regular breaks. Productivity tools like The Pomodoro Technique can help you use time more effectively.</td>
</tr>
<tr>
<td>Turn off social media</td>
<td>Research tends to suggest that media-based multitasking negatively affects overall academic performance. If you need to concentrate, log-out of Facebook, Twitter, Instagram etc and/or turn your phone off. You might even download a site-blocking app, e.g. SelfControl or Freedom.</td>
</tr>
</tbody>
</table>
Practice: Plan your week

See handout
References


