Time Management
LEARNING SKILLS GROUP
What is time management?

The use of time to increase your efficiency, effectiveness, and productivity.
Self-reflection

How would you describe your own time management skills? What do you do well? What do you need improvement on?
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

Before trying to manage or plan your time, you should think about what you really want to achieve/accomplish within a given period of time. What are you aiming for?

If you don’t do this, you will look like this
1. Goal setting: S.M.A.R.T

- **Specific**
- **Measureable**
- **Attainable**
- **Relevant**
- **Time bound**
1. Goal setting: S.M.A.R.T
Which is the S.M.A.R.T goal?

**Professional 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 to be completed by Dec 2015.

**Life goal:**
- I will lose 5 kg within 6 months. I will go to the gym for 60 minutes 3 times a week. I will also stop eating lollies and snacks.
- I will fit in my bikini in 6 months.
Think of a smart goal (or two) that you wish to achieve by the end of Session 2 and write it down -- you can use paper or type into your mobile device.
2. Prioritising

• Generate a list of tasks you need to do in order to reach your goal(s)
• Put your list of tasks in order of importance or logical progression
• Do the most important tasks first!
If you do not prioritise…
Write down a list of the things you did yesterday.
### Tool for Prioritising

Put your list of things in this decision matrix

<table>
<thead>
<tr>
<th>Important and Urgent</th>
<th>Important but Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Important but Urgent</td>
<td>Not Urgent and Not Important</td>
</tr>
</tbody>
</table>


*S. Covey, 7 habits of highly effective people*
### How did you spend your day?
### How could you have spent it better?

<table>
<thead>
<tr>
<th>Important and Urgent</th>
<th>Important but Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Crises, deadlines, taking care of illness)</td>
<td>(Relationship building, planning, exercise, studying)</td>
</tr>
<tr>
<td>Just do it!</td>
<td>Schedule it!</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>(Some phone calls, emails, and text messages, dealing with someone’s problems)</td>
<td>(time wasters, playing computer games, Facebook, Twitter)</td>
</tr>
<tr>
<td>Push Back!</td>
<td>Ignore!</td>
</tr>
</tbody>
</table>

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http://www.artofmanliness.com/2013/10/23/eisenhower-decision-matrix/

S. Covey, 7 habits of highly effective people

http://olivergearing.com/get-your-priorities-right-part-two-the-important-vs-urgent-matrix/
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

\[ \times 3 \text{ credit points each} \]

12 total credit points

\[ \Rightarrow \]

12 total credit points

\[ \times 3 \text{ hours of study each} \]

36 hours total study

\[ \Rightarrow \]

36 hours total study

\[ \underline{-12 \text{ hours weekly classes}} \]

\[ = \]

24 hours weekly study
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.
Chat time

What strategies will you use for planning and scheduling your time as a Macquarie University Student?
a. 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
b. Know your assignment due dates

Example of an assignment planner

<table>
<thead>
<tr>
<th>Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<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>
<td>Tutorial Paper 20%</td>
<td>Tutorial Paper 20%</td>
<td>Assignment 20%</td>
<td>Paper 40%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SOC130</strong></td>
<td>Short Quiz 15%</td>
<td>Short Essay 20%</td>
<td>Essay 40%</td>
<td>Short Quiz 15%</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACC210</strong></td>
<td>Paper 20%</td>
<td>Report 30%</td>
<td>Presentation 20%</td>
<td>Exam 50%</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>IEC100</strong></td>
<td>Paper 20%</td>
<td>Group Presentation 20%</td>
<td>Long Essay 30%</td>
<td>Exam 30%</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other activities</td>
<td>Blue Mt. Trip</td>
<td></td>
<td></td>
<td>Sister visiting</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Treat an assignment as a process
Break down the assignment into tasks

the assignment

analysing the task
brainstorming ideas
creating an action plan
reading for your assignment
researching the topic
selecting information
taking notes
organising your assignment
using your notes
writing an outline
writing your work
writing a first draft
writing a final draft
writing subsequent drafts
referencing your sources
acknowledging sources
editing your sources
editing
proofreading
submitting the assignment
Break down the assignment
Then work back from due dates (prioritising tasks)

<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>SOC130</td>
<td>Q analysis &amp; reading</td>
<td>First Draft</td>
<td>Final Draft</td>
<td>15% Short Essay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IEC100</td>
<td>Q analysis &amp; write outline</td>
<td>Research &amp; reading</td>
<td>First Draft</td>
<td>Final Draft &amp; Proofreading</td>
<td>20% Paper</td>
<td></td>
</tr>
<tr>
<td>Other activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Blue Mountains Trip</td>
</tr>
</tbody>
</table>
### Weekly Schedule

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

Assignment planning calculator

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

Example: Google Calendar
Top Time Management Apps for Students in 2015

Written by Laura Tucker
Some things to think about when creating your schedule

- What time of the day does your brain work the best?
- How much time will you allot for each task or subtask?
- How long at a time can you concentrate on a task?
- Will you be carrying out your tasks in an environment where you can concentrate?
- Have you given yourself time to take breaks?
- What kind of scheduling tool(s) will you use?
Dealing with Procrastination

**Salami Technique:** Break up tasks into many small, manageable slices.

**Balance Sheet Method:** Make a list of all the reasons you are procrastinating and make a second list of all the benefits if you complete the task.

**Pomodoro technique:** Set a timer for 20 minutes at a time for focusing on your activity.

**Habit Change:** Make small changes immediately. Do now one thing you’ve been putting off. Then start each day by doing one thing on your list of tasks.

*Reference: ABCs of Time Management, Per Se Company*
Dealing with Procrastination
Stay away from social media!
Videos from StudyWISE
Advice from MQ students/lecturers

https://www.youtube.com/watch?v=LNZtc5pCfLk
https://www.youtube.com/watch?v=Awbt_CDfi6Y
https://www.youtube.com/watch?v=ojSYgPYPttTM
Reflection

Which time management ideas/tools from this workshop would you like to try?
References


