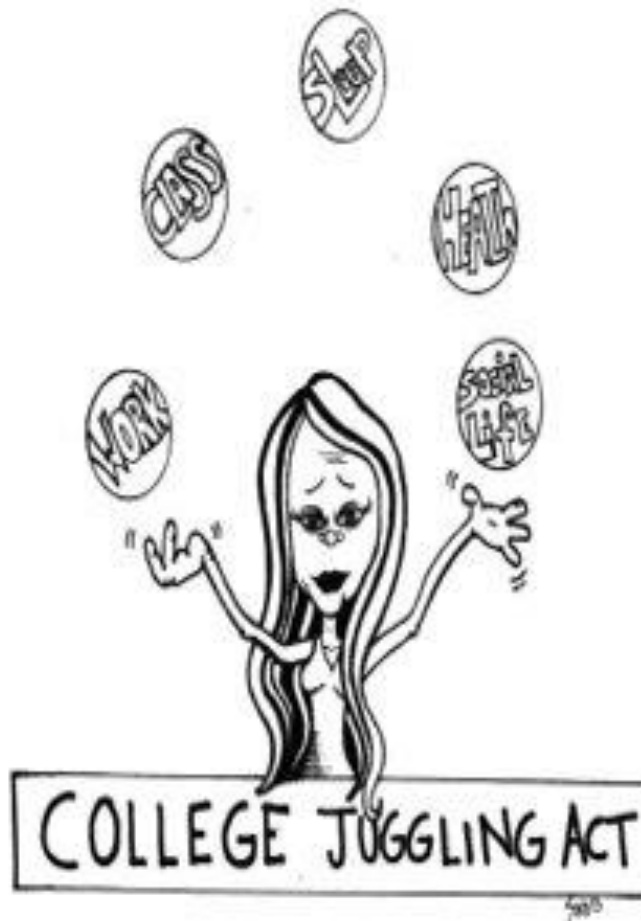


Time Management & Organisation

Student Central Webinar



Aims of this Session

- ▶ Build Time Management skills
 - ▶ Scheduling your time
 - ▶ Goal Setting
 - ▶ Work/life balance



Obstacles- What stops us getting started?



- ▶ Distractions
- ▶ Not knowing where to start
- ▶ Feeling overwhelmed
- ▶ Not knowing what you have to do
- ▶ Perfectionism

The avoidance of the task can create short term feelings of relief.....but ultimately in the long-term it just increases anxiety about the task

IMPORTANCE OF TIME MANAGEMENT

- ▶ Minimizes stress
- ▶ Meet deadlines
- ▶ Achieve your goals
- ▶ Helps you maintain quality in your work
- ▶ Helps you balance time between work, college, and personal life



Organisation is Key!

- ▶ **Plan** ahead – daily, weekly planner, **study timetable**
- ▶ **Prioritise** tasks – rank in order of importance
- ▶ **Delegate** – help from others
- ▶ To-do list
- ▶ Post it notes
- ▶ Establish a **routine**
- ▶ Set alarms and **reminders** on your phone
- ▶ **Break down** the assignment/task into **small manageable chunks**
 - ▶ e.g. Monday do 2 readings. Tuesday: read over notes from class. Wednesday: write the introduction.
- ▶ Invest in a planner, a diary or a notebook.
- ▶ Set **realistic and achievable** goals
- ▶ Minimise **distractions** - Forest app
- ▶ Use **incentives**

Getting started

- ▶ Remember that Activation precedes motivation
- ▶ What does this mean?
 - ▶ Very often we will not feel motivated to complete a task, especially when it is something difficult/unenjoyable.
 - ▶ Therefore, we must **ACTIVATE** the behaviour first (i.e. Start working and motivation will increase)
 - ▶ Use the 5 minute rule if you are really struggling to get started – tell yourself you will do it for 5 minutes without stopping and see if you still want to stop at 5



IDENTIFY TASKS & GET STARTED

If your assignment isn't due for a while, make sure to write a start date in your calendar or diary.

Get started; Don't overthink it, just start writing even if you know you will change it (that's what drafts are for)

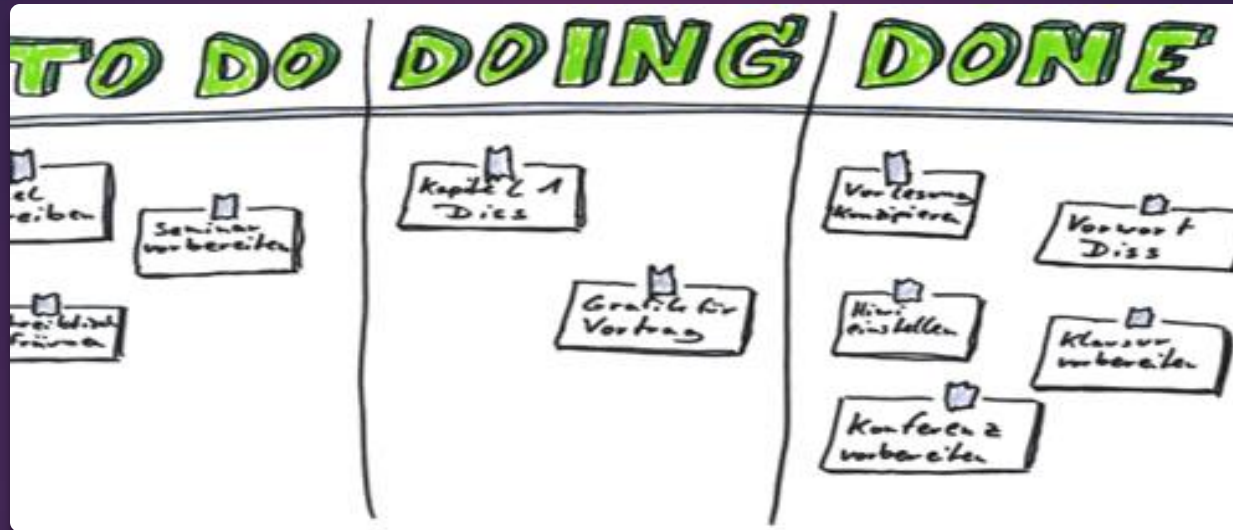
Schedule Your Week

- ▶ Set time aside to plan your week
- ▶ Use a weekly schedule and include all your demands
- ▶ Include Flexi time
- ▶ It's important you stick to your timeline
- ▶ Be **realistic**

Things will inevitably come up but don't beat yourself up, instead take a breath, remind yourself that life happens and get straight back on track.

Weekly Timetable Example

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9.00	Spanish		Business			Work	Work
10.00	Business	Calculus				Work	Work
11.00	Break	Spanish tutorial	Study	Spanish	Business	Work	Work
12.00	Accountancy	Lunch	Spanish	Calculus	Business	Work	Work
13.00	Accountancy	Calculus	Lunch	Lunch		Work	Work
14.00	Lunch	Business		Study		Work	
15.00	Calculus		Accountancy	Study		Work	
16.00		Study				Work	
17.00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
18.00	Maths assignment						
19.00	Flexi-time	Flexi-time	Flexi-time	Flexi-time	Flexi-time		Study
20.00		Gym	Gym	Study	Gym		Gym
21.00							
22.00							



Set daily goals with reminders
to complete the most
important tasks first

Assignment Planner Example

Module	Continuous Assessment	Due date	Completed	Exam
Intro to psych		Fri 27 th March		20 th May
Social care		Mon 23 rd March		17 th May
Early Education		Fri 27 th March		None
Policy Making		Wed 25 th March		25 th May

Assignment Planner

Make an assignment tracker to see what continuous assessment you have due.

Think Long Term – A term at a Glance



- ▶ Create a longterm calendar – this can help you plan out your semester
- ▶ Include big projects, due dates and exams
- ▶ Think of what else you are involved with or plans you have and include them
- ▶ Use colour coding or symbols to differentiate between the events
- ▶ Use this to answer these questions when you are planning your weekly schedule-
 - ▶ When will you have to plan ahead to meet these obligations?
 - ▶ What time do you study best at and when can that be included?

SETTING GOALS



- ▶ **Long term vision and short- term motivation**
- ▶ Gives us focus, organise your time and resources
- ▶ Three levels of goals
 - ▶ **Long term** – Degree, house, career, travel the world.
 - ▶ **Medium-** Pass academic year, rent, get experience, book a trip (when it's okay to do so!!)
 - ▶ **Short term-** submit assignments, make friends, research career options.

SET SMART GOALS

- ▶ I will write my introduction to the essay
- ▶ I will write 300 words
- ▶ I can manage 300 words
- ▶ It is for my next deadline
- ▶ I will do it tonight between 6pm and 8pm



SMART OR NOT-SMART?

Not Smart

I plan to do more study on a weekly basis so I can watch more Netflix at the weekend!



The Smart Way

I will spend my 2 hour break on a Monday morning

preparing my assignment with the nearest

I won't have to watch Netflix!



TAKE REGULAR BREAKS

- ▶ Take short regular breaks throughout the day.
- ▶ Studying and/or working doesn't mean you have to give up all the things you love.
 - ▶ Make time for your hobbies
- ▶ If you are stressed and over-whelmed, take a break
 - ▶ Go for walk, talk to someone, close your eyes for a few minutes, whatever works for you.



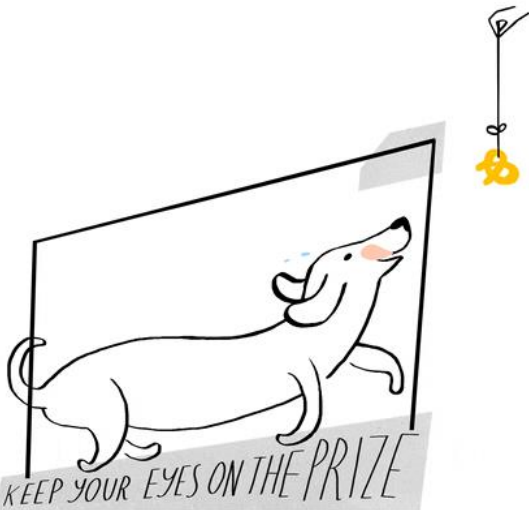
SET TIME LIMITS



- Work – life balance
- If you stick to time limits you can enjoy your breaks **guilt-free** (just don't forget to go back to studying!)
 - E.g. I will study for 2hrs with no distractions and then can watch t.v. for 1 hr.
 - Boosts self-esteem and confidence

USE INCENTIVES

- We all need to be **rewarded!!**
- Long-term goals can be difficult to work towards as they feel so far away.
- It's important to find ***what motivates you*** to get things done in advance rather than leaving things to the last minute.
- Give yourself ***an incentive*** for reaching a goal e.g. if I get my assignment finished before I leave college today, when I go home I can binge watch Netflix all evening.



Libbyvanderploeg.com

*Reward yourself regularly –
do something you enjoy*

GET THE HARD STUFF DONE FIRST

- ▶ It is very tempting to start the easier jobs and get distracted by jobs that are not as important.
- ▶ Instead, identify the **most challenging aspects** of your assignments and **start with them**.
- ▶ The longer you put it off, the more formidable it will seem.
- ▶ This way everything after it seems easier and takes a shorter amount of time.



Some Last Tips



Tell people you are busy or **rearrange** for another day



Batch cook some meals and prepare snacks at the start of the week.



Get active in the study process – e.g. make a **study group** with friends in your class.



Don't overthink it- **get started** (try start with the hard stuff!)



Action builds momentum – doing anything is much better than nothing

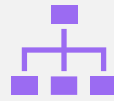


Be realistic in what you set out to achieve.



Make a commitment – make deadlines and stick to them

Conclusions



Organisation
(Timetables, to-do lists)



Setting goals (SMART goals)



Technology & apps
(Forest App, Outlook)



The 5 minute rule

