



# Time Management

**Presenter:**

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**<http://InformationAnthology.net/CareerMentor>**

# Sources Gathered and Integrated

- Ruslan Suvorov, Department of Linguistics. Bernie Anding, Department of Chemistry. Iowa State University, [http://www.celt.iastate.edu/pdfs-docs/uts/Time\\_Management\\_Anding.ppt](http://www.celt.iastate.edu/pdfs-docs/uts/Time_Management_Anding.ppt)
- Tracy Laycock, Center for Community Living and Careers, Indiana University, [http://www.iidc.indiana.edu/styles/iidc/defiles/CCLC/IU\\_IIDC\\_Time\\_Management\\_and\\_Organizational\\_Skills.ppt](http://www.iidc.indiana.edu/styles/iidc/defiles/CCLC/IU_IIDC_Time_Management_and_Organizational_Skills.ppt)
- Career Development Center, Student Services, Upper Grand School Board. Guelph, Ontario, Canada <http://www.ugdsb.on.ca/uploadedFiles/odss/guidance/Time%20Management%20Presentation.ppt>
- Dionne S. Dávila, Tomás Rivera Center, University of Texas <https://utsa.edu/trcss/resources/Time%20Management.ppt>
- Residential Life, University of Massachusetts [http://www.housing.umass.edu/pdf/employ/student\\_staff/Time%20Management.ppt](http://www.housing.umass.edu/pdf/employ/student_staff/Time%20Management.ppt)

# About the presenter ...

- CUT Senior Lecturer and ICT Fellow
- Visiting from the United States this semester
- Degrees in Engineering, Ph.D. Computer Science
- Teaching fuzzy logic / neural networks
- Also distributed systems
- 35 successful years in industry, and still going
- Specialty: computational science, research engineering
- Certified Career Development Facilitator (NCDA)
  - <http://informationanthology.net/CareerMentor>

Slides for this presentation, plus other material

<http://InformationAnthology.net/StudentTransitionWorkshop>

# What we will touch on

- What it takes to succeed in any endeavor
- Definition of time management
- Why we should bother with this topic
- Setting goals
- Prioritization
- Scheduling
- Overcoming obstacles, interruptions, procrastination

**Achieving  
Success**

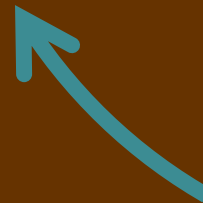
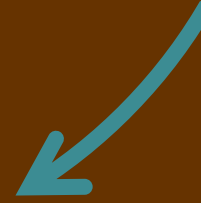
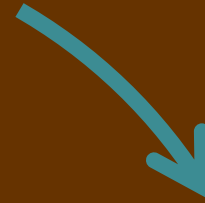
**STUDY**

**PRODUCE**

A strong  
performance ethic  
is essential

**LEARN**

**WORK**



# What is time management

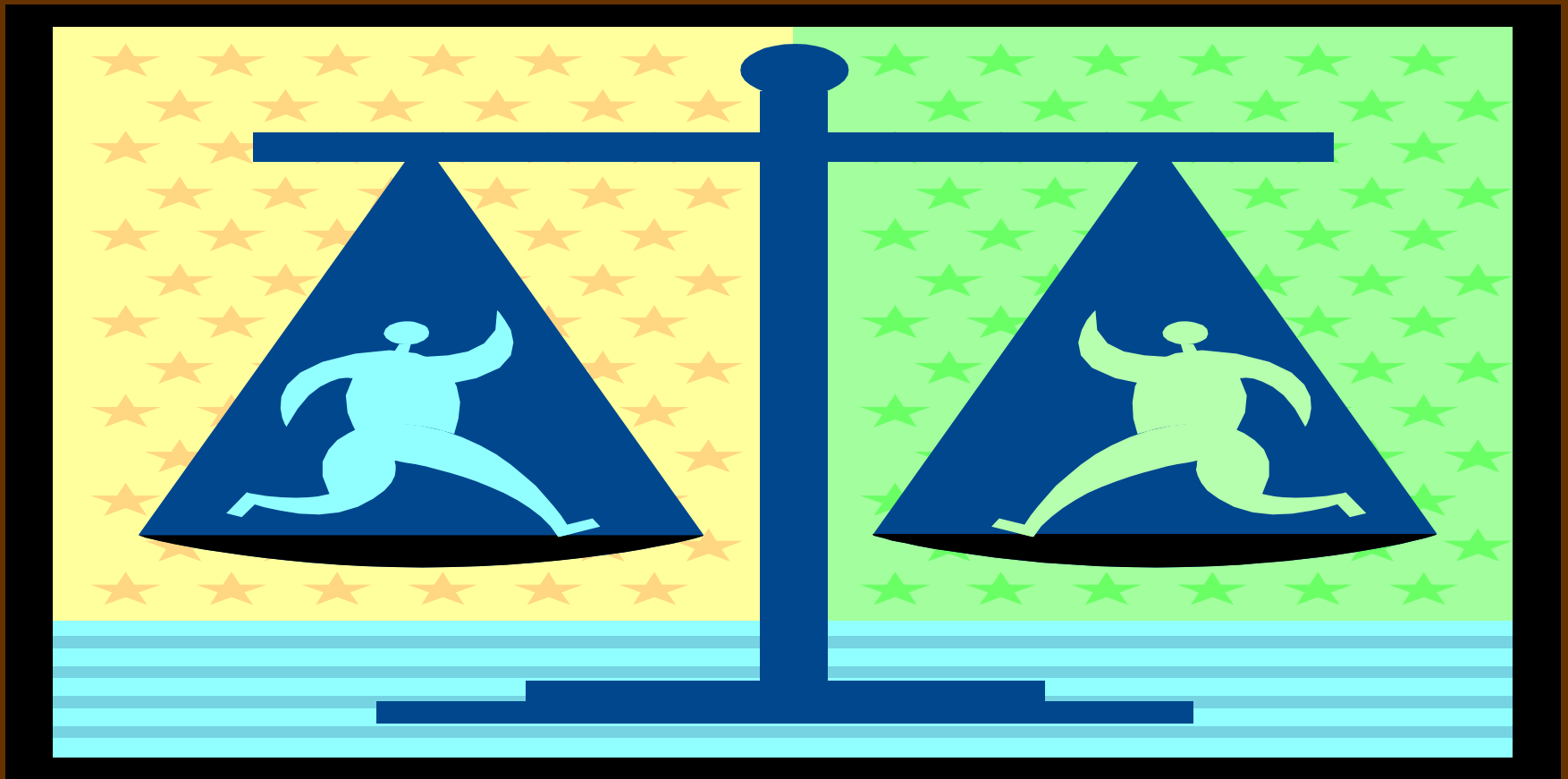
- Time management refers to the development of processes and tools that increase a person's efficiency and productivity
- Time management does not “just happen”
  - it is a skill that must be worked on
  - most people find it to be a life-long challenge
- Managing your time well gives you the opportunity to exercise a strong performance ethic

# Why bother?

- Get your school work done and achieve good grades
- Keep a job while going to school
- Maintain your mental and physical health
- Invest in and keep good relationships with others

# You will benefit

*The goal of time management is to find a balance among all the things you need and want to do.*





# Time Management and You

- You have to be effective and efficient
  - use time wisely
  - make progress
  - get things accomplished
- Not enough to study, you have to learn
- Not enough to work, you have to produce
- Learning must happen before you can become productive

*Today we are learning how to manage time so that we can be productive in our efforts*

# Benefits

- Time management helps you get the most out of your education
- Allows you to be better prepared for life's demands
  - therefore decreases anxiety
- Helps you to assign time to tasks in proportion to their importance
  - improves your focus
- Helps you achieve a more balanced life
  - family, friends, colleagues, faculty, staff
- Makes you a more productive, successful person
  - brings efficiency and effectiveness
- Helps avoid spreading yourself too thin

# How good is your time management?

- Five facets to time management:
  - 1) Goal setting
  - 2) Prioritization
  - 3) Scheduling
  - 4) Putting interruptions in their place
  - 5) Overcoming procrastination

# Goal Setting

- Benefits of goals:
  - achievements
  - accomplishments
  - no more “daily grind”
  - no more running in a squirrel cage
  - you chase the bear, the bear does not chase you



# Goal Setting

- Start big, then set smaller goals designed to achieve the large goal
- For example:
  - Overall goal: **successful course project**
    - literature search
    - discuss with committee
    - select topic
    - additional literature search
    - plan work schedule
    - conduct work
    - write report and presentation
    - give presentation
    - close project

# Prioritization

- You will always have something to do
- Make sure what you do is the most important thing toward achieving your goals

	Urgent	Not Urgent
Important	<b>I</b> Important and Urgent	<b>II</b> Important , but Not Urgent
Not Important	<b>III</b> Urgent, but Not Important	<b>IV</b> Not Urgent and Not Important

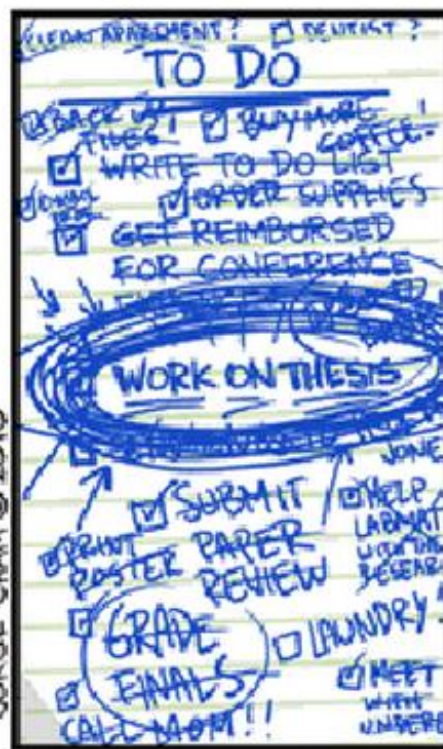
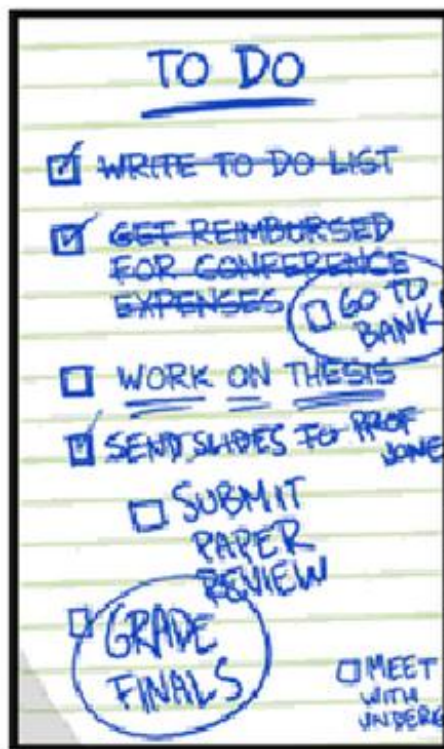
# Prioritization

- **Quadrant I**
  - immediate attention required
- **Quadrant II**
  - requires attention, but not yet critical
- **Quadrant III**
  - nice to do if you get the time
- **Quadrant IV**
  - these activities are time wasters

# Prioritization

- Make “To Do” Lists
- Seems funny but this is exactly what I do

## YOUR “TO DO” LIST



JORGE CHAM © 2010



# Prioritization

- Make *Prioritized* “To Do” Lists:
  - 1) write down all the things you have or want to do
  - 2) grade them category I, II, III, IV
    - be honest with yourself
    - don't forget time to rest and have fun
  - 3) follow the list doing Category I first
  - 4) make sure what is important gets done well

# Prioritization

YOU WILL PROBABLY NOT COMPLETE YOUR  
“TO DO” LIST IN ANY ONE DAY

... do not get frustrated

... do not try to cram too much into one day

Plan your work, then work your plan

... your “to-do” list is your criteria

... assess your tasks – are you making progress

... plan for the unplanned

... no plan survives reality – plans must evolve over time

... but, no plan leads to no success

# Obstacles happen

- Recognize that obstacles exist
- Identify them
- Employ strategies to overcome them
- Overcome obstacles
- Do not be overcome by obstacles

# Scheduling

- Now you have goals and priorities...
  - create a schedule to keep on track
  - this is an important part of planning
- Covey Theory: Imagine jar filled with rocks
  - large rocks, medium rocks, small rocks, sand
  - category I priorities are the large rocks
  - once jar is filled with large rocks put in medium rocks
  - further empty space can hold small rocks
  - then maybe some sand
  - do not fill your jar with sand - busy with no meaning

# Scheduling

- In practice:
  - Make daily schedules:
    - 1) identify the time you have available
    - 2) block out time for Category I activities
    - 3) leave time for distractions
    - 4) fill in spare time with Category II activities
    - 5) then Category III and IV
- Use planners or other tools if they help
  - but, do not get carried away by tools' details
  - just use them to facilitate your efforts

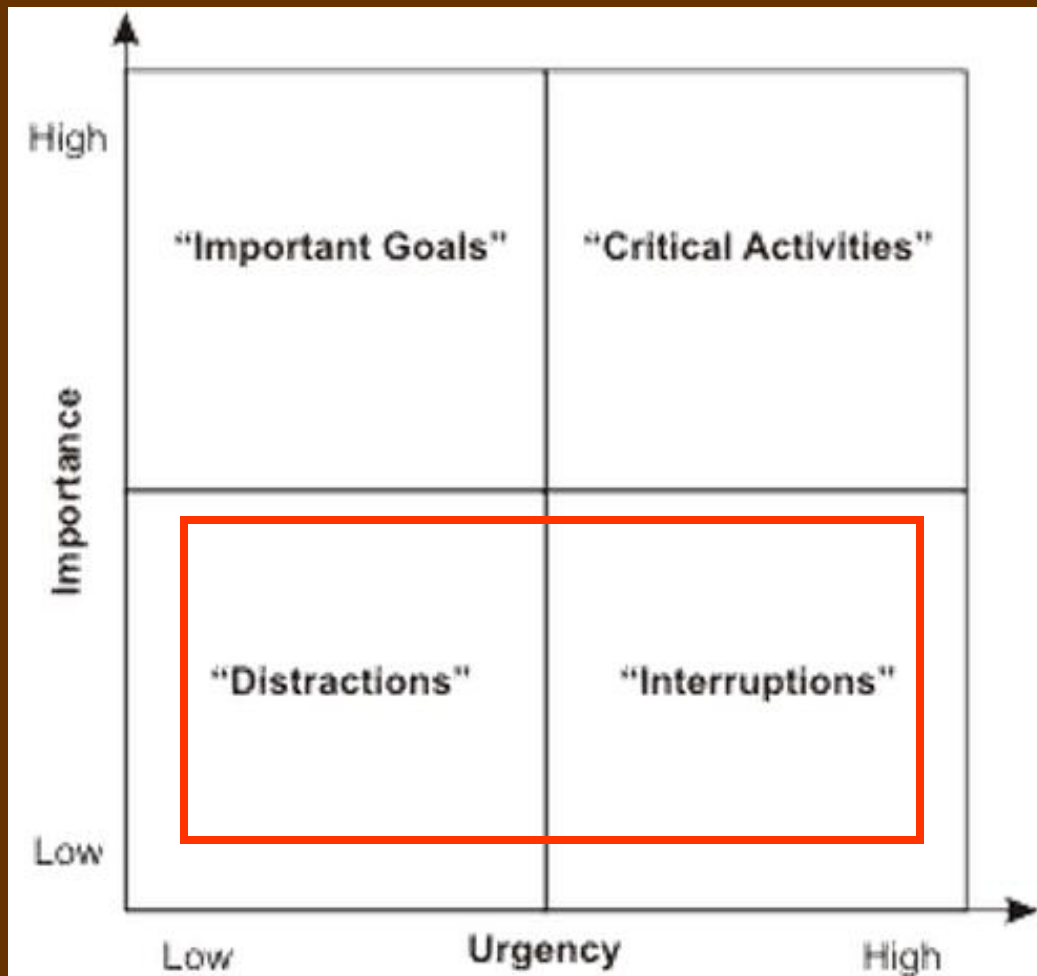
# Use your prime time well

- When are you at your best?
  - morning?
  - evening?
  - late night?
- Do your Category I tasks at that time
- You will tend to get your best results

# Scheduling

- Don't forget to schedule
  - \* BREAKS!!!
  - \* FUN!!!
  - \* SLEEP!!!
- Nobody is a machine
- Makes you more efficient in the long run

# Managing Interruptions and Distractions



- Try to minimize interruptions and distractions
- These take you away from what is important and critical
- Yet, some interruptions are part of the job
- You must judge and react accordingly



# Managing Interruptions

- Tips:
  - Rate the urgency of interruptions
  - Set “available” and “unavailable” time
    - if you have regular interrupters, schedule meetings with them
  - Learn to say “no”
    - or at least limit the time you give to these interruptions

# “NO”

## The most important word in your time management vocabulary

- You can't do everything
- Don't undertake things you can't complete
- Remain consistent with your goals
- Don't be dragged away by the unnecessary
- Don't be inhibited by minimalists
- Don't fall into lowest common denominator trap
- Don't be fooled into thinking that your success leads to someone else's failure

# Procrastination

- The most obvious waste of time
- Know yourself
- Employ self-discipline
- Tips:
  - do tedious chores immediately before they pile up
  - avoid unnecessary perfectionism
  - scheduling helps you get motivated

# More Tips

- Limit Internet use for non-academic purposes
- Disable email notification pop-ups
- Avoid sitting at the computer all the time
- Change study/work locations:
  - classroom, lab, library, outside table, cafe
- Turn off or silence your cell phone
- Work and study with a partner who can prevent you from getting distracted

# Warning signs

- Handing in work late
- Submitting work not up to your usual standard
- Forgetting commitments
- Finding that you often do not have enough time to complete a task
- Making excuses for why work is not done
- Having to let go of activities you enjoy because of a lack of time or low grades
- Asking faculty for extensions regularly on submitting your work
- Your grades do not reflect your ability

# Crisis management not a solution

- Lots of people fall into “crisis management” traps
- Do not let this happen to you
- Crisis management (fire fighting) deals only with the moment, not with future potential

Crisis Management	vs.	Time Management
“I wish I had more time”		“My mark reflected the time spent”
“I know I’ll get a bad mark”		“I’ll get a good mark”
“I don’t want to see my grade”		“I can hardly wait to see my mark!”
“Everyone will do better than I will”		“I feel good about myself and my work”

# Summary

- Time management is a skill that EVERYONE must work on in all areas of their life
  - personal, academic, work, community efforts
- Successful time management requires self-evaluation and the desire to improve
- Effective time management will require you to do things you don't want to do when you don't want to do them
  - you have to push yourself while maintaining balance
- The pay-off of good time management is ALWAYS worth the effort
  - enables success with difficult undertakings

# **A Quiz for You to Try**

**See how well attuned you are  
with time management**



# Quiz 1 .. 6

1. Do you estimate how many hours you need to study each week?
2. Do you meet assignment deadlines?
3. Do you begin working on semester-long projects early in the semester?
4. Do you write a daily “to do” list?
5. Do you prevent social activities from interfering with your study time?
6. Do you have a job that requires fewer than 10 hours a week?

# Quiz 7 .. 10

7. Do you set specific goals for each study period?
8. Do you begin your study time with your most difficult subject/assignment?
9. Do you complete most of your studying during your most productive hours of each day?
10. Do you treat being a full-time student like a full time job?

- *For every “Yes”, give yourself 1 point.*
- *Tally the total number of points you received.*

# Interpreting Your Score

- If you scored 8-10 you are doing well managing your time. Maybe you need to change one or two things.
- If you scored 5-7 you are average and have some good time management skills, but clearly need some more help.
- If you scored 1-4 you should get a plan together for how you want to address these issues. You certainly would benefit from time management.

# OpenSource Tools

- Five OpenSource project planning tools (article)  
<http://opensource.com/business/14/1/top-project-management-tools-2014>
- 11 OpenSource project management tools (article)  
<http://www.dreamcss.com/2009/08/11-open-source-project-management-tools.html>
- Day Planner  
<http://www.day-planner.org>
- Day planning and other similar tools  
<http://open.software.informer.com/download-open-source-day-planner-calendar-alarm-notes>