Time Management

Nipissing University
ATP: Launch 2021

A Few Things to Ask Yourself

— How do you currently manage your workload and how effective is your system?

— What changes could you make to improve your time management?

— Do you prefer to study in long, unbroken blocks of time or shorter periods, punctuated with other activities? Why?

— What tends to distract you while trying to study? What can you do to minimize their impacts?

What is Time Management ?

— Oxford Dictionary defines time management as the ability to use one's time effectively or productively".

— Managing time well requires some self-management skills.

What is Self Management ?

— Oxford Dictionary defines self-management as "taking responsibility for one's own behaviour and well-being".

— Being aware of your own habits, helps you set a schedule that holds you accountable.

Set Goal

Make Plan

Get to Work

Stick with it

Reach Goal
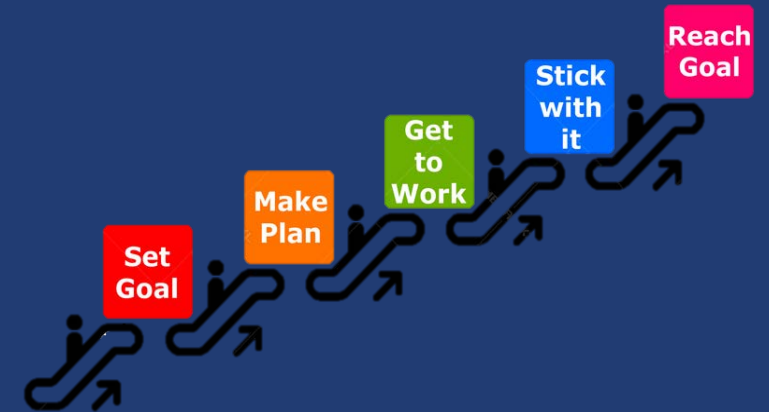
Plan Ahead

— Use a wall or digital calendar.

— Prefer pen and paper? Purchase a planner.

— Make a to do list.

— Create a schedule for yourself.

Create Your Own Work Space

— Create a workspace in your home where you can dedicate your time to school (see our "Creating a Positive Workspace" resource).

Make it:

- comfortable

- well lit, with as much natural light as possible

- distraction-reduced-when possible, having the option to close a door or provide privacy

Reduce Distractions

— Limit access to devices, such as a cell phone. This could

it in another room or turning off your

mean putting it in another room or turning off your notifications.

— Manage background noise in a way that works for you.

— Use a website blocker. Current example are available [8 Website Blockers For Studying, Productivity, &Focus](#)

Avoid "Multi-Tasking"

— **Multi-tasking IS A MYTH!**

As outlined in The Myth of Multi-Tasking-Psychology Today -trying to "multi-task" decreases productivity.

— *Create a to-do list instead.*

Bianca Barratt at Forbes offers some basics for making "a to-do list you that you'll actually stick to":

- Think about the bigger picture-what is the goal?

- Add some structure-priority tasks at the top

- Keep the list manageable-with fewer than 5 items

- Be specific with your tasks

- Calendarize your list--schedule your tasks
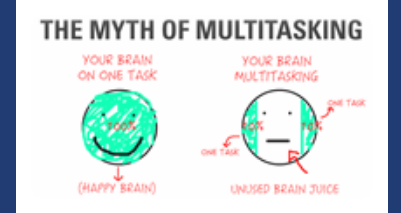
Address Procrastination

Pomodoro Method

— Set a timer for 25 minutes.

- this will be uninterrupted work period

— Once timer goes off, set a 5 minute timer for a break.

- during breaks make sure to move, eat well and stay hydrated.

— Do this 4 times (4 full 25-minute work sessions).

— Then take a longer break (15-20 minutes).

Remember to set a timer for your breaks!

[Pomodoro Method Video](#)

Set Goals

— Make sure to set goals and allot your time accordingly

— It is easy to fixate on the end result, but it's important to <u>set small goals.</u>

- Smaller goals help you reach your end goal.

— Example of a short-term goal vs long-term

- Reading the first 5 pages of a chapter vs the entire chapter.

Be Realistic and Reward Yourself

— BE REALISTIC!

- Reflect on what is reasonable for you to accomplish daily.

— UNIVERSITY IS HARDWORK!

- Remember to ACTIVELY recognize and reward yourself for your daily efforts. It can be as simple as:

"I set out to complete ____ task, got it done so my reward for that is watching the new episode of ___"

Acknowledging progress and taking a moment to "be in your feelings" about that is the fuel that keeps you going.

GOOD JOB

Time Management also means looking after yourself.

Learn to Say "No"

— Saying "no" to others who would like your time, help or company can be very difficult.

- You may feel the guilt of "letting them down"

- It may seem easier to say "yes" and put off what needs to be done.

— However, this approach can cause you stress down the line. You have deadlines and tests or exams to consider.

Setting boundaries is healthy and you will need this skill throughout your life.

IT'S OK TO SAY NO

Disconnect And Find Balance

— It's a hard habit to break but it is a good idea to limit how much you check social media, emails or Blackboard throughout the day.

— Make time in your day for non-academic activities.

— Allow yourself to find a balance between your academic life, personal life and work life

Practice Self-Care

— Make sure to spend a part of your day practicing selfcare.

— Self care encourages you to maintain a healthy relationship with yourself.

Examples of Self-Care:

- Keeping a sleep schedule
- Stretching
- Walking
- Eating healthy food
- Stress management
- Compassion and kindness

- Setting boundaries
- Utilizing your support systems
- Asking for help when needed
- Taking time alone
- Meditation

Remember to Utilize Your Support Team!

— Support teams include those familiar to you such as family, friends, roommates, peers and faculty.

— Nipissing University provides a variety services to support your success (see the "On-Campus Resources" provided).

— These services can help with, but are not limited to:

- Handling a tough situation

- Feeling homesick

- Finding resources that work for you

- Getting motivated

Not sure where to start? SAS is here to help!