Time Management

Student Engagement & Academic Success (SEAS) Center
OVERVIEW

We never seem to have enough time to do everything in our schedules. We may run late or over-exert ourselves trying to complete multiple important tasks at once.

In this workshop, we will identify and implement time management solutions to help you:

- **Self-assess** personal habits, like procrastination
- **Learn to self-regulate** and avoid extra work!
- **Dedicate time and space** for work!
DISCUSSION #1

What do you already know? Respond true or false:

True    False

Incorporating technology always improves productivity.

Splitting attention between two tasks works to complete them.

You must complete to-do tasks as soon as they are assigned.

Use e-mail as often as possible to field requests of your time.

Share what you think makes an item either true or false.
DISCUSSION #1

What do you already know? Respond true or false:

True  False

- Incorporating technology always improves productivity. **✗**
- Splitting attention between two tasks works to complete them. **✗**
- You must complete to-do tasks as soon as they are assigned. **✗**
- Use e-mail as often as possible to field requests of your time. ✔

Share what you think makes an item either true or false.
Why do people procrastinate?

- Lack of motivation/laziness
- Fear of failure
- Helplessness, or not knowing how to get started on tasks
- Rebellion, or frustration with having to do a task
- Lack of prioritization given too much work
- Perfectionism, or tendency to burn-out easily
CYCLE OF BURNOUT

1. Fear & Dread
You have an upcoming exam in your most difficult class. You have ample time to study, but find the content boring and/or hard.

2. Procrastination
You avoid studying for the exam and focus on other classes and activities.

3. Panic & Cram
Realizing you delayed studying too long, you cram for your exam the night before, retaining little and arriving to the exam exhausted.

4. Recovery, Burnout
You likely perform poorly on the exam, but your bad experience may taint future exams.
Discussion #2

If you tend to procrastinate, why?

If not, what do you do to get started on tasks?
PROCRASTINATORS & FIXES

Perfectionists
Strive for ideal, lost in detail
★ Make to-do lists with small, achievable tasks

Daydreamers
Prefer abstract ideas to actual tasks
★ Write down work and study goals to make them concrete

Crisis Makers
Start late for fear of failure
★ Identify motivators in tasks instead of using stress as a motivator

Defiers
Frustrated, see no point in tasks
★ Find ways to complete tasks to suit your preferences

Over-doers
Bite off more than they can chew
★ Complete tasks in small bites, and learn to say “no”

Worriers
Constantly second-guess decisions
★ Make realistic assessments of tasks and ask instructors for review and confirmation
Many believe multitasking makes you more productive in the same amount of time it takes to accomplish one task.

However, it really makes you do twice the work you should half as well as you could.

To ensure, quality work:

- Perform one task at a time
- Create a to-do list
- Prioritize your tasks

Sporks perform two functions simultaneously, but poorly.
ACTIVITY

How well do you think you multitask?

Step #1: On two lines, write the following (with a timer):

Write: MULTITASKING STEALS TIME
Write: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Step #2: Repeat, but this time alternate between writing each letter of the first line and the numbers in the second line (e.g., M-1 U-2 L-3).

How much longer does it take?
Do you have a dedicated space just for completing homework and studying?

These spaces should…

★ Allow you to complete your work free of distractions,
★ Have dedicated purposes to help you focus on singular tasks, and
★ Stock necessary items for completing work.
Do you think you perform best when under pressure of time?

Much like with space, if you do not dedicate enough time to your tasks, the quality of your work suffers.

Designate time each day for the purposes of studying and completing homework, and put away anything which might distract you.
CALENDAR

Keep track of deadlines by displaying a calendar in your room or work space.

Download a copy of the Cal Maritime 2016-2017 Academic Year Calendar with important dates already embedded from the SEAS Center webpage:

csum.edu/web/seas
RECAP

Self-Assessment
∗ Acknowledge what causes you to procrastinate and create a personalized system to help you avoid delaying tasks.

Self-Regulation
∗ Focus on one task at a time! Multitasking takes more time, decreases quality, and causes unneeded stress.

Space & Time
∗ Use calendars and other tools to prioritize tasks, and dedicate spaces and times for studying and work.
HELPFUL APPS

Dragon for dictation

EasyBib for generating citations using ISBN

ihomework for calendaring with class alarm ($1.99)

Mindnode for visual outlining

Mint.com for budgeting (free)

Notability for iPad, includes audio record ($2.99)

SelfControl for finals week distraction reduction

StudyBlue Flashcards for memory and retention

Wolfram Alpha for course assistance
CONCLUSION

Thank you for attending this workshop!

We welcome your questions and feedback.