Time Management
Activity:
How do you manage your time?
Is it effective? Why / Why Not?
Time Management

The aim of this presentation is to cover:

- What Time Management is
- What Takes up your Time?
- What Needs to be Done?
- Breaking Down Tasks
- Prioritising
- Procrastination
- Motivation
- Evaluating you Progress

University of Suffolk
Time Management
What is it?

Time Management is not about rigid timetables that you will not stick to, but about finding an effective way of getting things done.

Time Management puts you in control of your time and making small changes in order to achieve your goals.

(Williams and Ried, 2011, p.x)
What Takes Up Your Time?

Activity:

Make a list of everything that you need to do; this can relate to your university commitments and your personal/work commitments.

Include any dates or deadlines if you have these.

You can also include any notes relating to each point.
What Needs To Be Done?
Beginning to make plans

Long Term Timetable; paper or digital yearly calendar

Week Plan; digital or paper weekly diary

Daily Diary; one page paper or digital diary

List; outlining tasks
Activity:

How would you break down the task of writing an essay?

Put the steps into the correct order
### Breaking Down Tasks

<table>
<thead>
<tr>
<th></th>
<th>Task Analysis: Essay Writing</th>
<th>7: Writing the first draft: How can I express my ideas in full?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Analyzing the title: What am I being asked here?</td>
<td>8: Time for reflection: How do I feel about the draft?</td>
</tr>
<tr>
<td>3</td>
<td>Brainstorming: What do I already know about the subject?</td>
<td>9: Revising and redrafting: Do I need to explore my ideas in more detail?</td>
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<tr>
<td>4</td>
<td>Further reading: How can I fill the gaps in my knowledge?</td>
<td>10: Proofreading: How can the presentation be improved?</td>
</tr>
<tr>
<td>5</td>
<td>Essay planning: How can I structure my response?</td>
<td>11: Preparing for submission: How should I present the final copy?</td>
</tr>
<tr>
<td>6</td>
<td>Prioritizing information: What is directly relevant, partially relevant or simply irrelevant?</td>
<td>12: Evaluating feedback: Where have I done well? Where can I improve?</td>
</tr>
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SMART Action Plans
What is a SMART Action Plan?

<table>
<thead>
<tr>
<th>Specific</th>
<th>Measurable</th>
<th>Achievable</th>
<th>Relevant</th>
<th>Time-Based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target a specific area for improvement</td>
<td>How will you see the progress?</td>
<td>Can it be done in the time frame? With the resources that you have?</td>
<td>How does it relate to your end goals?</td>
<td>When will you achieve this by? Set yourself a deadline</td>
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Target a specific area for improvement
How will you see the progress?
Can it be done in the time frame? With the resources that you have?
How does it relate to your end goals?
When will you achieve this by? Set yourself a deadline
Prioritising

Some things demand immediate attention – **What is urgent?**

Some things can be predicted and routinely planned for – **What is routine?**

Some things can be prepared in advance – **What can be prepared in advance?**

*Remember to consider your deadlines!*  

Look at your lists from earlier, can you start to put these in order of importance?

Ask such questions as: What is urgent? What is routine? What can be prepared in advance?

You may want to look at deadline dates when considering prioritizing; what is due in first?
Procrastination

Procrastination is the act of action of delaying or postponing doing something, often by doing another something which is less of less importance and can come about from several causes

(Frankton, 2014)

Activity:

Write down all the ways you procrastinate to avoid doing something that needs to be done and consider why you might procrastinate
Motivation

**Intrinsic Motivation**
- Your own expectations
- Internal rewards
- Self praise
- For yourself

**Extrinsic Motivation**
- Others expectations
- Achievement based rewards
- External factors

What motivates you?
Evaluating your Progress

Are you ahead of schedule?

Are you behind schedule?

What went well?

How can you resolve any difficulties?

Review each week, priorities and keep going! (Williams and Reid, 2014, p.4)
Reward Yourself!
Presentation Skills

The aims of this presentation were to cover:

- What is Time Management
- What Takes up you Time?
- What Needs to be Done?
- Breaking Down Tasks
- Prioritising
- Procrastination
- Motivation
- Evaluating you Progress
References

