Time Management

Stacey Sowards, PhD
Chair, Department of Communications

Celia Pechak, PT, PhD, MPH
Associate Professor, Doctor of Physical Therapy Program
Overview

• General Time Management
  • PowerPoint

• Time Management for Writing
  • Handout

• *Questions welcome throughout!*
The bad news is TIME FLIES.

The good news is YOU’RE the PILOT.

- Michael Altshuler
Be the Pilot

• Be proactive, not reactive
  • Use a written planner
  • Enter in all exams and assignments for the semester
  • Schedule in study time for each course
  • Schedule writing time

• Decide what you can control, and control it
  • Can’t control last minute emergencies, but you can control getting your assignment and studying done BEFORE the deadline

Adapted from *7 Habits of Highly Effective People* by Stephen R. Covey
Prioritize, Prioritize, Prioritize
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- Not urgent and not important
  - LOWEST priority
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• Urgent but not important
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- Not urgent and not important
  - LOWEST priority

- Urgent but not important
  - LOW priority

- Important but not urgent
  - HIGH priority
Prioritize, Prioritize, Prioritize

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  • LOWEST priority

• Urgent but not important
  • LOW priority

• Important but not urgent
  • HIGH priority

• Urgent and important
  • HIGHEST priority, but...
  • these probably became urgent because you did not manage your time in the first place

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Set Goals, Make Plans

• Have long-term goals

• Set realistic short-term goals that get you moving towards the long-term goals

• Make a PLAN

• Re-assess regularly and revise the plan if needed

“A GOAL WITHOUT A PLAN IS JUST A WISH”
Accept the Reality that Multi-Tasking is a MYTH

• You are NOT multi-tasking, but shifting back and forth between tasks
  • That is actually *serial tasking*

• NOT effective, NOT efficient
  • Switching tasks hurts your focus, wastes time, and increases chances of errors

> Turn off email
> Put phone away!!!
> Focus on one task at a time

Use Short Periods of Time Effectively

“Most people overestimate what they can do in a month and underestimate what they can do in an hour.”
— Anonymous

• Make meetings productive
  • Actually make decisions in meetings
  • Agree on the next meeting time before you leave
  • Hold regular meetings to hold each other accountable to finish work

• Always have something that you can work on...
  • between classes
  • when you are waiting for an appointment
  • etc.
Use Effective Study Strategies

• Studying smart vs. studying hard / studying for many hours
  • Quality NOT quantity

• Take the GAMES Survey (Marilla D. Svinicki)
  • Evidence-based study behaviors
    • Goal-oriented studying
    • Active studying
    • Meaningful and memorable studying
    • Explain to understand
    • Self-monitor
  • Break the Illusion of Comprehension
Pay Attention to the Company You Keep

“Don't waste time with people who waste time.”
— Keesya Hill-Jones

• Are your group study sessions really just complaint sessions?
Look in the Mirror

- How much time in a day do YOU spend on social media?
- How many times in 1 hour do YOU look at your texts?
- Are YOU the one who leads your study group astray?
Get Adequate SLEEP & Do Regular EXERCISE

- Proper sleep and adequate exercise will help you
  - Be more efficient
  - Be more productive
  - Maintain / increase your health
  - Manage your stress

>> Are you getting 8 hours of sleep per night?

>> Are you doing 150 minutes of moderate intensity exercise/week? OR 75 minutes of high intensity exercise/week?
Improve Your Writing Skills & Writing Habits

• Put effort into improving writing skills & writing habits NOW

• It is never too late to improve!

• Possessing effective writing skills & writing habits will save you time LATER

Next...

Dr. Sowards will address time management related to writing