

I. Understanding the Importance of Time Management:

1 Limited Resource:

- Time is a finite resource; once it's gone, you can't get it back.
- The demands of university life require strategic planning and prioritization.

2 Impact on Academic Performance:

- Effective time management directly influences your academic success.
- Balancing study time with other activities enhances your overall performance.

II. Identifying Time Management Challenges:

1 Procrastination:

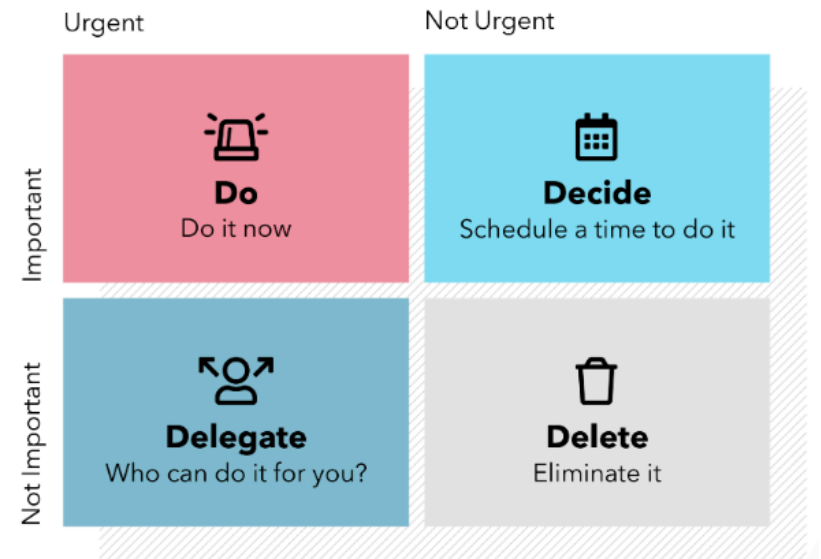
This is one of the most common challenges students face. The following are tips for overcoming procrastination:

- Break tasks into smaller, manageable steps.
- Set deadlines for each step.

- Reward yourself for completing tasks.

2 Lack of Prioritization:

- Not all tasks are created equal; some are more critical than others.
- Use the Eisenhower Matrix to categorize tasks: urgent/important, important/not urgent, urgent/not important, neither urgent nor important.



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3 Ineffective Planning:

- Failing to plan is planning to fail.
- Use tools like planners, calendars, or apps to organize your schedule.
- Create a weekly plan that includes class time, study sessions, and extracurricular activities.

III. Strategies for Effective Time Management:

1 Set Clear Goals:

- Define short-term and long-term goals.
- Break down larger goals into smaller, actionable tasks.

2 Create a Schedule:

- Develop a weekly or monthly schedule.
- Allocate specific time slots for classes, study sessions, and recreation.

3 Prioritize Tasks:

- Identify high-priority tasks and focus on them first.

- Use the 80/20 rule: 80% of your results come from 20% of your efforts.

4 Learn to Say "No":

- Understand your limits and don't overcommit.
- Politely decline additional responsibilities when necessary.

5 Take Breaks:

- Breaks can enhance focus and productivity.
- Consider techniques like the Pomodoro Technique (work for 25 minutes, then take a 5-minute break).

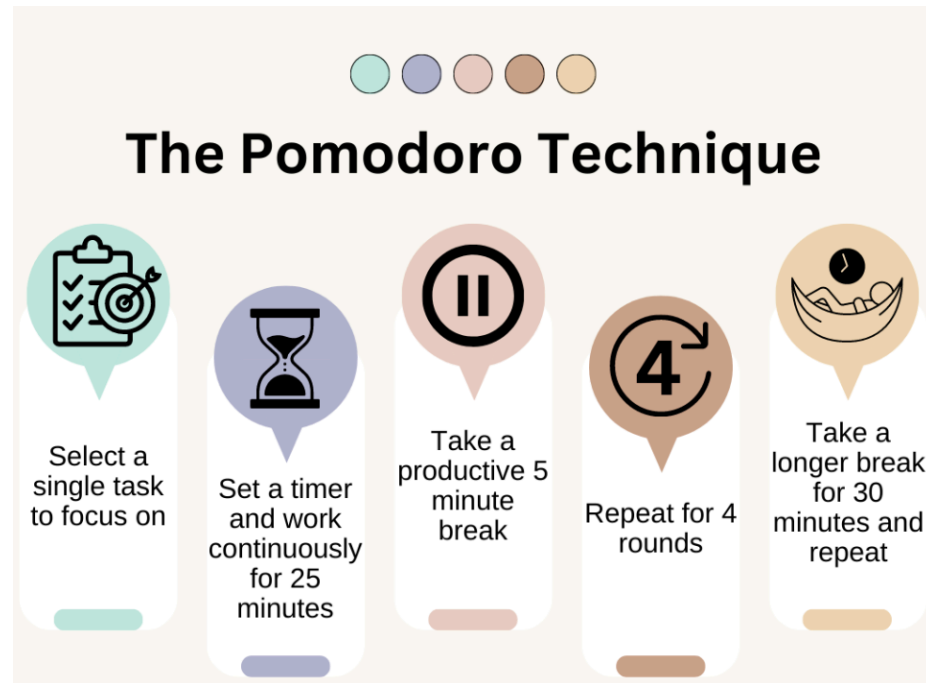
IV. Time Management Techniques:

1 Pomodoro Technique:

Work in 25-minute focused intervals (Pomodoros) followed by a 5-minute break. It usually helps maintain concentration and prevent burnout.

2 Batching:

Group similar tasks together and complete them in one go.



Reduces the time spent transitioning between different types of work.

V. Time Management Tools:

1 Planners and Calendars:

- Use physical planners or digital calendars to organize your schedule.

2 Task Management Apps:

- Explore apps like Todoist, Flipd, or Structured for tracking tasks and deadlines.

3 Time Tracking Apps:

- Apps like Toggl or RescueTime can help you understand how you're spending your time.

VI. Effective planning and diary-keeping

1 Using your planner

Your diary or planner will be effective only if you keep it up to date and use it.

- Carry it with you at all times.
- Add all commitments straight into this so that you cannot forget them.
- Write in essential appointments in pencil, so you can make changes easily.
- Organise entries so you can see at a glance which time is filled; make sure you cannot double-book your time.
- Be rigorous in reorganising appointments straightaway if more than one falls at the same time. Avoid leaving this until later.

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14 MONDAY			
Time	Activity	Where	To do today
9-12	Modern aesthetics (lect.) (leave before 8!)	H - A401	
12:15	Lunch w/Sean and Yoshio	Green Caff	- Coffee/rice
1 pm	Go over seminar with JK for this pm		- Reserve Gombrich books
3-5	C19 tech. Seminar: JK & me presentat.	Carpt. 22b	
5:30-7	Gym. Meet Susie inside.		- Ring home - card for Claire
8:20?	Film at Phoenix. Ring for seat.		- pick up slides

- Check it several times a day, especially at night and first thing in the morning. See whether there is anything you need to organise for the next 24-48 hours.
- Write 'To do' lists in your planner and update these every day. Look ahead to the end of the week in case future activities require you to add anything to today's 'To do' list.

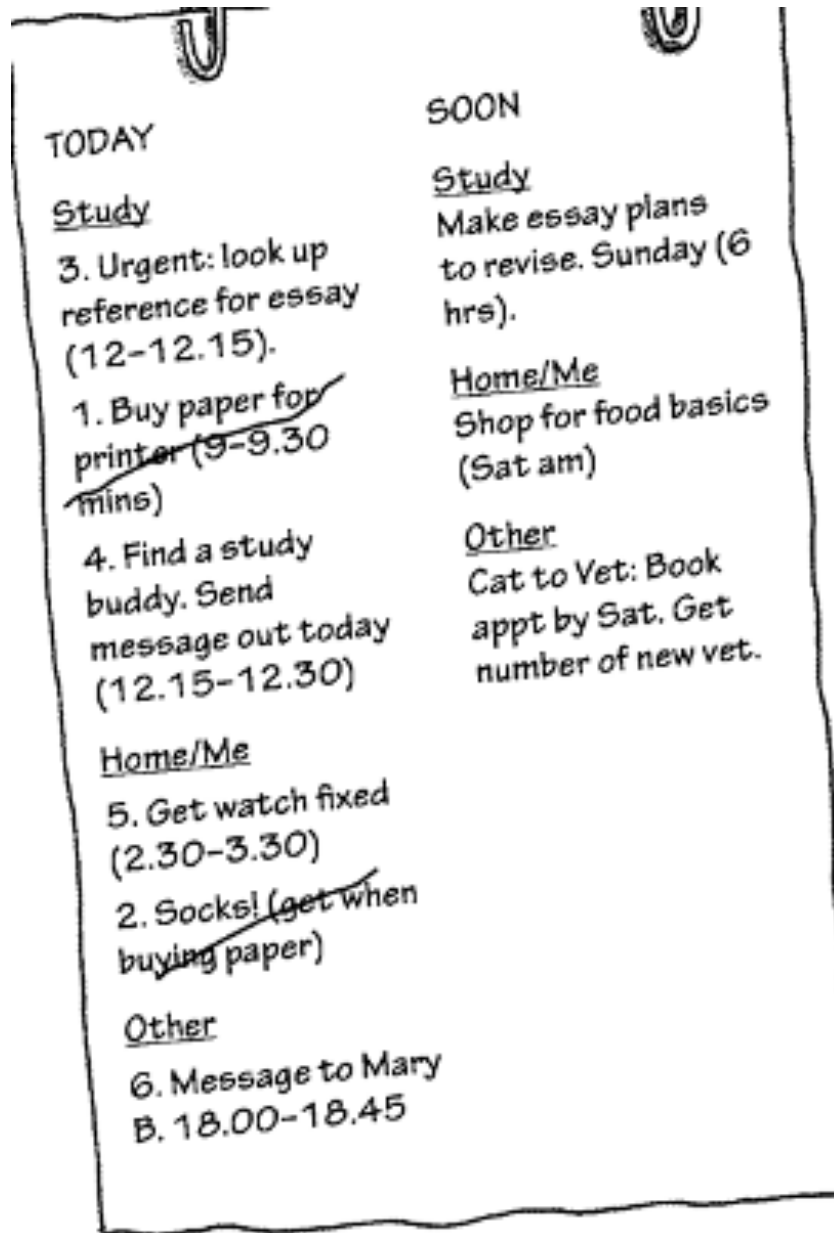
- Highlight all key dates such as deadlines so that they stand out from other activities in your planner.
- Enter items legibly and in full so that, later in the year, you know what each refers to.
- Be specific: Enter brief but clear details that will help you to be in the right place at the right time. These include start times, people's names, locations and room numbers.

2 Using To-do lists:

- Why use to-do lists?

Checklists are a simple but effective way of drawing together everything you need to do and keeping track of what has been completed. Even the simple act of writing a good 'To do' list can be helpful. It can reduce stress by enabling you to feel you are getting started on a task. The more precise the actions, times and details on your list, the less you need to

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remember, so reducing mental 'clutter'. The more your brain feels you are in charge of completing a task, the less it gives you a nagging sense of things yet to do.

- Diary to-do lists

- Write a fresh list of things to do on a piece of paper or sticky note.
- Divide the list into 'Today' and 'Soon' (so you are aware of what you need to do long-term).
- Write items under headings so that they are easy to see: 'Study', 'Home', 'Other' (or whatever headings suit you).
- Be as precise as possible about what exactly you are going to do.
- Star or highlight the essential items.
- Attach or paperclip the list to the page opposite the current page of the diary.
- Cross out all completed items so that you are clear what is left to do.
- Map out the time for 'To do' lists'
- Organise your list into a sensible running order
 - which are most important?

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- which are best clustered together?

- Jot down the maximum time to spend on each item or cluster of items.
- Jot into your planner the start and end times for the most important items on the list.
- Take note of things that take longer than planned. Take account of this in future planning 'Next step'

For larger items on the 'To do' list, jot down what you will do next. This will help you to:

- get started on doing it reduce distracting thoughts about unfinished tasks.

- Making new to-do lists

At a certain point, you are likely to have a list with many items crossed off, and others still remaining to do. Once your list starts to feel old, cluttered or confusing, start a new list, transferring over any unfinished items. Note whether there are items that you put off continually. Decide whether you really are going to get round to them. If so, put a precise time into your diary and stick to it, so you can clear it off your list.



Main references:

Moore, S., Neville, C., & Murphy, M. (2010). The ultimate study skills handbook. McGraw-Hill Education (UK).

<https://www.sprintzeal.com/blog/time-management-in-project-management>