Time and Task Management

NOT SURE IF ACTUALLY HAVE FREE TIME

OR JUST FORGETTING EVERYTHING
What have you tried?
What worked/didn’t work?
How to Start

➢ Take inventory
  ○ How *am I* vs how *should I*...?
  ○ Weekly grid- look for holes

➢ Strengths/weaknesses
  ○ What’s working vs what’s not working

➢ Set goals and make choices
  class, family, work, personal life
Big picture planning
sample=1 semester,
all assignments by subject

Brain & Behavior
- 2/01 - 2/04- + Chapter 1
- 2/01 - 2/04- + Chapter 13 (336340)
- 2/01 - 2/04- + Chapter 2
- 2/06-2/09- Exam 1
- 2/06-2/09- + Chapter 4
- 2/06-2/09- + Chapter 15 (390398; 399-408)
- 2/06-2/09- + Chapter 16 (421422; 428-441)
- 2/27-3/02-Exam 2
Big picture planning
sample= 1 semester, all assignments chronologically
THINGS TO INCLUDE

Set/routine
- Job
- Class
- Commute
- Waking/Sleeping
- Meals
- Getting ready
- Workouts/sports
- Volunteer/organizations
- Family/Significant other

Flexible/occasional
- Study time
- Events
- Fun stuff
- Family/Significant other

Time Management - Weekly/daily planning
1 week/day - hr by hr

[Diagram showing a weekly schedule with specific times and activities for each day, including work, relaxation, and personal time.]
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
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<tr>
<td><em>work 1-6</em></td>
<td><em>tax laws</em></td>
<td><em>work 2-7</em></td>
<td><em>amica 9-10</em></td>
<td><em>work 12-5</em></td>
<td><em>tax laws</em></td>
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<tr>
<td><em>last sunday</em></td>
<td><em>amica</em></td>
<td><em>work 2-7</em></td>
<td><em>drive home</em></td>
<td><em>drive to CL</em></td>
<td><em>tax laws</em></td>
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<td><em>game of thrones</em></td>
<td><em>laundry</em></td>
<td><em>trash</em></td>
<td><em>drive home</em></td>
<td><em>drive to CL</em></td>
<td><em>tax laws</em></td>
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<td><em>dinner w/ karissa</em></td>
<td><em>drive home</em></td>
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<td><em>mother's day</em></td>
<td><em>dinner w/ karissa</em></td>
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<td><em>family lunch</em></td>
<td><em>dinner w/ karissa</em></td>
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<td><em>relax</em></td>
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<td><em>memorial day</em></td>
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<td><em>final grades posted</em></td>
<td><em>dinner w/ karissa</em></td>
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<td><em>pool w/ angelica?</em></td>
<td><em>dinner w/ karissa</em></td>
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*May 2019*
Time Management
Sample Scheduling Apps

[Images of Cozi app and Google Calendar]
Task Management - How To Break Work Into manageable Pieces

- Class syllabus = best friend!
  This week? Next week?
  How many steps?

- Plan ahead to avoid conflict
  - days, weeks, sometimes months
  - allow for unexpected

- Be flexible, resourceful
What Does Your Study/Project Time Really Look Like?
Task Management - How To Break Work Into Manageable Pieces

20-30 min

then this ....

TOO TIRED TO BRAIN
Task Management - When You Have A Chunk of Time...

Study Segment/Task + Short Task with Natural End

Study Segment/Task + Short Task with Natural End

Study Segment/Task + Short Task with Natural End
Task Management - Small Windows

A

Study Segment/Task

Long or Routine Block (hours)

B

Long or Routine Block (hours)

C

Med. /Routine Block

Study Segment/Task
Let’s Talk About Rewards…

- Positive reinforcement!
- Small goals are key
- Appropriate rewards for tasks
Scheduling principles

- Know your limits
- Set reasonable deadlines
- Learn to say “no”
- Build rapport with professors
- Schedule harder/complex when fresh/alert

Adapted from UHCL Counseling Services - “Time Management Tips”
Overview:

7 Habits for better work/study-life balance

1. Prioritize
2. Drop the unnecessary
3. Protect private time
4. Accept help in all areas!
   - Classmates, family, friends, Academic coaching,
   - Study Groups, Tutors, Professors
1. Study effectively
2. Plan fun & relaxation
3. Let go of perfectionism
3-question survey (30 sec-1 min) at this link:

https://tinyurl.com/SSCWorkshopSurvey

Glad to see you here today! Let us know if we can be of help to you throughout the semester-

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