

Time Management

A Component of BestPrep's Classroom Plus Program

Presenter Info: Name and Company



Getting to know me...

- Name:
- Job Title:
- Company:
- Education:
- Jobs I've held:
- Interesting facts about me/hobbies:

Definitions

- Time
- Management
- Time Management
- Productivity
- Organization

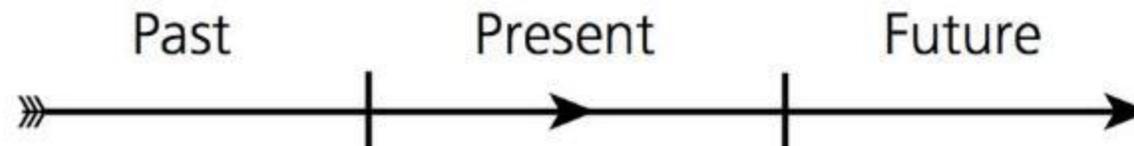


Cultural Views of Time

Linear: Time flows fast in one direction; most common view of time in American schools and workforce

Multi-active: The present reality is the most important

Cyclical: There is an unlimited supply of time moving in cycles



How do you think about time?

Why is time management important?

- Decreases stress
- Improves self-discipline
- Increases school/work-life balance
- Increases productivity/organization



Turn and Talk

What strategies do you currently use to manage your time?

Rate these strategies on a scale from 1-5, 5 being most helpful to you.



Techniques to Manage Time



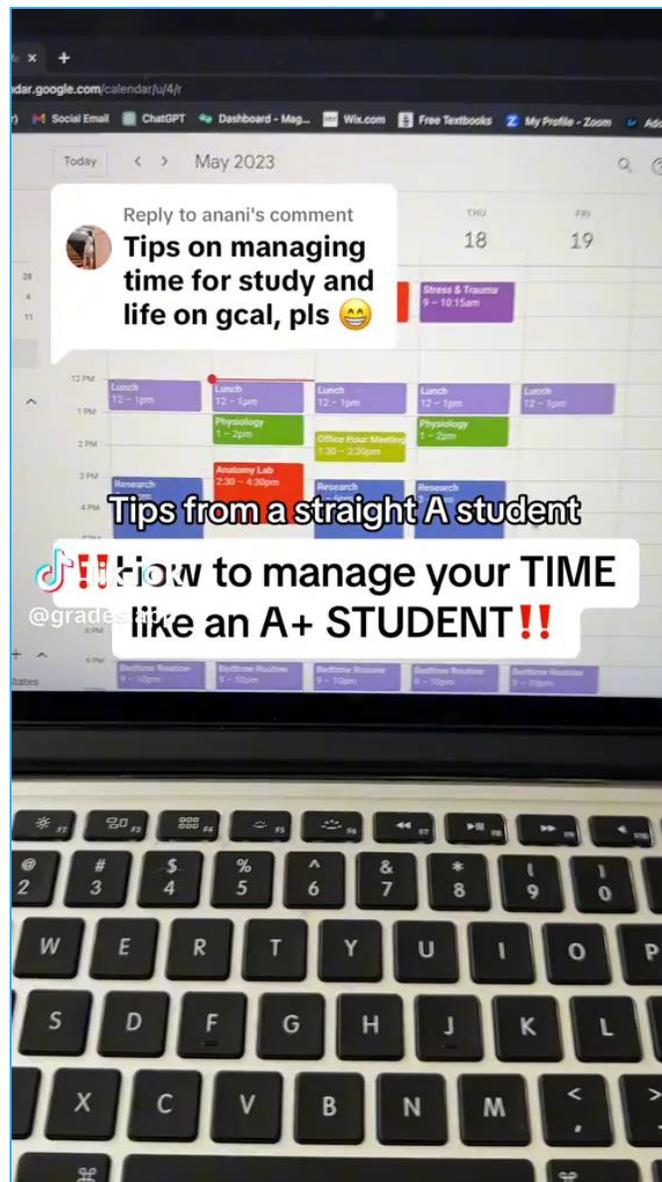
Time Blocking

- You can block your time in a variety of ways, here are some examples:

- Semester
- Month/Day/Week
- Class period

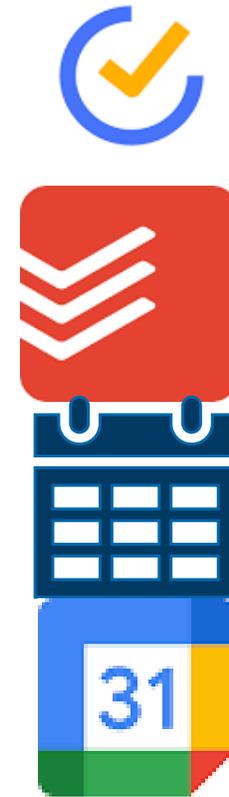


- You can combine blocks of time depending on your resources
- You can also dismantle blocks of time if you do not have all the resources to complete a task all at once



Helpful Apps

- TickTick
- Todoist
- Your phone's calendar app
- Google Calendar



Helpful Resources

Asana



OnlineGantt.com



Helpful Resources Cont.

- Search “Pomodoro” on YouTube
- Example:



Reverse Task Engineering

- Start planning from the result backward.
- Example goal: Taking the ACT
 - 1 day before, eat well and get a good night of rest
 - 1 week before, plan transportation
 - 1 month before, register
 - 2 months before, ramp up studying efforts to 5x/week
 - 4 months before, create a study schedule, study 2x/week
 - 5 months before, sign up for an information session



To Do List (task list)

- Make a list and check it twice!
- Design it to tackle the hard stuff first
- Prioritize based on urgency (what Needs to get done versus Should get done)



Pomodoro Technique

- 20–30-minute working blocks, can be shorter or longer
- 5–15-minute break
- Repeat
- 30–60-minute break after 3 rounds

Getting Things Done (GTD)

- 5 Second Rule
- Do the Hard Thing First
 - “Eat the Frog”



Accountability Partners

- Find a friend, family member, classmate, or mentor to help keep you on track
 - This should be someone responsible and helpful.
- Schedule a regular check-in to talk through your time management
- Schedule times to work next to each other – this can trick your brain into being productive even if you don't feel like working.

Be Kind to Yourself

- Don't expect to be a master of time management immediately. It's a learned skill.
- Your productivity \neq your self-worth.
- Remember to check in with your mind and body.
 - Do you need a snack? Are you distracted by something going on in your life?
 - Even if you can't change your circumstances, it's important to acknowledge how you feel and give yourself grace.



Activity: Reverse Task Engineering



Activity: Create & Prioritize a Task List



Which strategy will you try?

Practice, practice, practice!

You've got this!

Questions?



Student Survey



Thank You!

BestPrep gratefully acknowledges the support provided by Cassandra Brandl from M Health Fairview St. John's to offer Time Management as a part of Classroom Plus.

