2016 Teaching Assistant Orientation

Time Management: Tips to Beat the Clock
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Session Summary
As a Teaching Assistant, you have two very important roles to balance: being a TA, and being a student. This can be difficult to manage, but there are strategies that can help. It is important to take care of yourself and manage your time effectively, so that you can be successful and help your students be successful.

Key Concepts
- Time management is important because it can increase productivity, decrease stress, improve health, and help achieve goals.
- In one week, you have 168 hours. If you sleep 5 hours a night (35 hours total), that leaves you with 133 hours to devote to work, study, family/friends, and your personal interests.
- Consider and examine the different roles you play in life. You may want to create a work/life balance diagram. What do you know about yourself, your work style, or your habits? Acknowledge your responsibilities, and recognize your own limitations and external barriers that will get in your way.
- Time managements can be broken down into “fixed commitments & routine tasks.” Remember to be mindful of special dates and deadlines. Don’t forget to leave some time for yourself.
- Find tools for time management that work for you, such as a paper or electronic calendar, a planner, or apps. Consider project tracking tools to help identify and track your responsibilities.

Next Steps
Develop your personal plan of action. Find a calendar or app to track your tasks.

Resources

Got Questions?
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