Welcome and Introduction

OBJECTIVES

- Briefly review the need for time management.
- Discuss different roles/tasks we have in life.
- Discover how to better budget your time.
- Learn tools to improve time management skills.
- Share some tips to help reduce TA stress.

Why Practice Time Management?

- Increase productivity to achieve goals.
- Decrease and manage stress.
- Gain better balance in life.
- Have more time for yourself.
Time Management Challenge

• Managing your time.
• Managing multiple tasks.
• Managing multiple roles.
• Managing you.

Time management will **NOT** solve all your problems, but it can help make life less stressful and more manageable.

Why Manage our Stress?

• Managing stress can:
  ✓ Cause less anxiety.
  ✓ Ease feelings of being tired or "burnout".
  ✓ Eliminate headaches, stomach, or other stress-related ailments.
  ✓ Reduce feelings of ill-ease.

Time / Stress Management Tips

1. Review Your Roles and Tasks

• Son or Daughter
• Mother, Father, Adoptive, or step-parent
• Boy/girlfriend, fiancé, husband, wife, or partner
• Student
• Friend
• Co-worker
• Other roles???

Tasks We Have in Life

• Going to class / work daily
• Family (significant others, children, parents, etc...)
• Chores for apartment life & the tasks necessary for living:
  ✓ Cooking meals
  ✓ Shopping
  ✓ Cleaning living space
  ✓ Cars and transportation issues
  ✓ Financial matters
  ✓ Errands, duties, and other matters
  ✓ Other tasks....

Understand “You”

• Know yourself.
• Know your work style.
• Know your habits.
• Acknowledge your responsibilities.
• Recognize and confront your problem behaviors.
2. Learn to Budget Your Time

• Figure out how much time you spend working on different activities over the course of your week.

Budgeting Your Time

One week = 168 hours

Sleep (5 hours x 7 days) = 35 hours/wk.
Time left = 133 hours/wk.
Work = ???
Projects = ???
Family/friends = ???
Personal Interests = ???
Fun = ???

Activities

“Time Chart” Handout

3. Find Your Productive Time

• Determine your most productive time of the day.

Activities

“My Time Management Habits” Worksheet
4. Use Your Time Management Tools

- Determine what tools you can use which will best help you manage your time.

Tools to Track Your Time

- Calendars (work/personal, or paper)
- Printed schedules
- Planners or Post-It Notes
- To-do lists
- Electronic (apps, software, etc.)
- Project tracking tools

Additional Time Management Tools

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<th>Free Tools</th>
<th>Fee Based Tools</th>
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<tr>
<td>Trello</td>
<td>Omni Focus</td>
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<td>Carbonfin Outliner</td>
<td>Any.do</td>
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<td>Weekis</td>
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<td>Remember the Milk</td>
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<td>Doris</td>
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<td>Todoist*</td>
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Review "Time Management Tools" handout

Activity

Create Your Master Schedule

*List your “Fixed Commitments” – tasks done at the same time every day:

- Actual time spent at work each day
- Any volunteer or evening regular activities with family
- Religious practices
- Extra-curricular activities which occur regularly

Creating Your Master Schedule:

Routine Tasks

Block out times for “Routine Tasks”:

- Time for sleep
- Travel to and from job
- Meal preparation, eating, and cleanup
- Personal care / Exercise / “Me time”
- Household chores
- Family time
- Pets
- Other tasks???

Creating Your Master Schedule:

Special Dates and Deadlines

Be mindful of special dates and deadlines:

- Important dates (holidays, vacations, etc.).
- Routine deadlines (i.e. monthly report).
- Other people’s dates and deadlines.
5. Don’t Be Afraid to Say “No”

- Do not be afraid to say ‘no’ to those “non-essential” things which may distract you from completing your tasks.

6. Don’t Get Sidetracked

- If you find yourself daydreaming or losing focus on your task, take a break to clear your mind.
- Then re-examine your tasks to get back on track.

7. Let Go of Perfectionism

- Don’t set unrealistic expectations for yourself.
- Pursue excellence, not perfection.
- Don’t stress over what is beyond your control.
- Instead, set up realistic, attainable goals.

8. Beat Procrastination

- Do the hardest task first. Reward self.
- Figure out why you may be avoiding a task.
- Help beat procrastination by limiting outside distractions.
9. Prevent Burnout

- Plan time for **YOU** every day!
- Understand that what you are feeling is normal.
- Have a life outside of work and classes.
- Still feel overwhelmed, use your campus resources.

10. Remember Your Health & Wellness

- Sleep
- Exercise
- Breaks
- Regular meals
- Vary physical routines
- Breathe
- Stress management

Remember…

- Know your goals for work and personal life.
- Understand threats to time management.
- Deal with procrastination.
- Use your most productive times effectively.
- Figure out habits and routines that work for you.
- Remember your tips to handle stress.

Post-Workshop Activity

**Develop Your Personal Plan of Action**

“**If you fail to plan, you are planning to fail.**”

- *Benjamin Franklin*
For more information:

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Employee Assistance Program (EAP)
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Holmes Student Center - 7th Floor

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