

Time Management

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Managing time effectively requires planning, prioritizing, and self-discipline. It's not an innate ability; it's a skill that you can learn.

Types of Time Wasters

- **Self-generated:** These come from your thoughts, feelings, and actions, such as being disorganized, unable to say “no” to distractions, procrastinating, or feeling burned out
- **Environmental time wasters:** These are imposed by your environment, such as unexpected visitors, interruptive phone calls, missed appointments, or unproductive meetings

The Rewards of Efficient Time Management

- Less stress
- Less anxiety
- Better grades!

Steps for Taking Action!

1. Plan
2. Prioritize
3. Schedule
4. Keep a time log and analyze it
5. Reward yourself

1. Plan:

Short-term goals	Long-term goals
Immediate goals	Goals spanning 1-5 years
E.g.: preparing for exams	E.g.: Applying to grad school

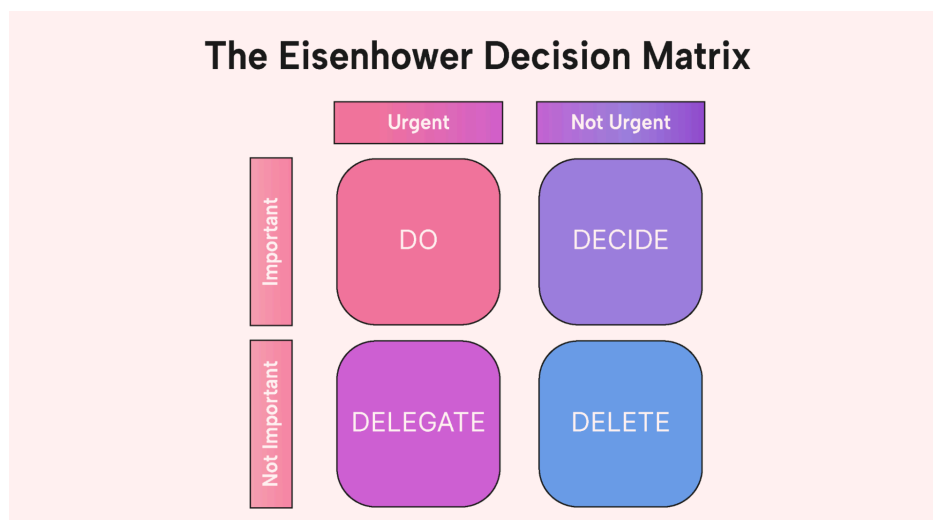
- Maintain "to-do" lists for daily short-term goals and master list for long-term goals
- Keep lists handy to add new tasks as they arise or refer to lists when unsure what to do next
- Scratch off completed tasks to track progress and stay motivated
- Goals should be **SMART**



2. Prioritize:

- Determine which tasks are most pressing and important
- The time requirements for different tasks
- Tasks that you want to do and those that you need to do
- Tackle tasks using the Eisenhower Decision Matrix

The Eisenhower Matrix is a productivity tool that categorizes tasks into four quadrants based on urgency and importance. It helps prioritize essential activities, delegate less critical ones, and eliminate or minimize non-essential tasks.



3. Schedule:

- Use a calendar to track activities
- Develop flexible weekly schedule by setting realistic time-blocks
- Break down your tasks into doable subtasks
- Schedule enough time to complete your tasks satisfactorily
- Have buffer time periods to account for unforeseen events

4. Keep a time log and analyze it:

- Track how your time is spent in half-hour blocks over a week
- Identify how your time is ill-used and make adjustments
- Utilize idle time that you spend on social media (you can use online apps)
- Ensure you first invest in urgent and important tasks
- Eliminate distractions by changing environments (e.g.: If your roommate blasts music at 7pm, the library might be a better choice)

5. Reward yourself:

- Reward yourself after completing tasks!

Other Methods and Strategies!

- Tactful methods:

- Put yourself in positions where you will be accountable for your work!
- Eg. schedule study sessions with a buddy

- 5 minute plan:

- Work intensely for five minutes, take a brief break, then repeat. Gradually increase work sessions to 10-15 minutes as needed, ensuring breaks are short to maintain momentum
- The key is to force yourself to stop after five minutes; if you don't, the next time you try this technique you'll know subconsciously that you intend to work longer and the job will seem no less daunting.