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Tick Tock Goes the Clock

TIME MANAGEMENT FOR GRADUATE STUDENTS

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Workshop Goals

- ❑ Assess your current use of time
- ❑ Identify common time management issues for grad students
- ❑ Describe 5 steps of effective time management
 - ❑ Engage in self-reflection:
 - ❑ Looking at how your time is spent
 - ❑ Examining your energy cycle
 - ❑ Setting priorities and goals
 - ❑ Consider Patty's 3 P's of Time Management

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Why is time management important?

Effective time management can result in:

- Ⓢ Less stress
- Ⓢ More effective learning
- Ⓢ Increased productivity
- Ⓢ Increased satisfaction
- Ⓢ A more balanced lifestyle

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Does this seem familiar?

<http://www.youtube.com/watch?v=4P785i15Tzk>

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Grad Student Realities


Grad Student A	Grad Student B	Grad Student C
<ul style="list-style-type: none"> • Taking 1 course • TA'ing a course • Preparing project proposal • Wanting to take a career building workshop 	<ul style="list-style-type: none"> • PhD – 3rd year • Returned from maternity leave • Trying to start their thesis writing 	<ul style="list-style-type: none"> • Part-time job • Research position • Family responsibilities • Looking to get more physically active

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Group Discussion


Ⓢ What time management issues challenge you?




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Common time management issues


- Ⓞ Perfectionist behaviours
- Ⓞ Procrastination
- Ⓞ Commuting
- Ⓞ Competing priorities
 - Ⓞ Taking on additional paid or volunteer work
 - Ⓞ Family commitments
 - Ⓞ Too much email!
- Ⓞ Undergraduate vs. Graduate expectations




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Exercise #1


- Complete the “Time Management Exercise”
- Take a moment to reflect on your score and what does it mean to you?




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Five Steps to Effective Time Management


- 1) Assess
- 2) Analyze
- 3) Set Priorities
- 4) Plan and re-analyze
- 5) Monitor your Progress




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Assess and Analyze


- Ⓞ Be honest with yourself about your time
- Ⓞ Be realistic about what you can actually accomplish
- Ⓞ Be prepared to make decisions
- Ⓞ Establish and remind yourself of your goals
- Ⓞ Avoid comparing yourself with others




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Assess and Analyze


- Ⓞ We all work with 168 hours per week.
- Ⓞ We are responsible for managing our time.
- Ⓞ We must acknowledge external pressures, but focus on internal controls.
- Ⓞ Above all, get to know yourself and your needs!



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Assess and Analyze: Exercise #2

- Complete the personal time survey to find out where your time goes every week.



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Assess and Analyze

When you consider how you spend your time on a weekly basis, ask yourself:

- Is the task required or can it be eliminated?
- Can I delegate this task to others in order to make better use of my own time?
- Can I accomplish this task in a better, more efficient way?
- Can you say NO to requests for help or demands on your time?
- Can you put certain tasks on hold temporarily?
- Can you also make time for things you enjoy to help keep your stress level under control?

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Assess and Analyze: Exercise #3

- Assess your energy cycle (see handout)
- Daily highs and lows are normal and should be listened to
- Schedule your most difficult tasks for the time of day when you are at your best

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Assess and Analyze: Recharging your batteries

- Its important to take quality breaks
- Example can include mindful breathing and being present in the moment
- Consider uni-tasking, instead of multi-tasking
- Additional non-important tasks, can deplete your battery

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Assess and Analyze: Over Communicating

- Social media, email, text messages, etc. can be more of a distraction that we realize
- It takes time to return back to work after an alert
- These interruptions can have an impact on our flow, and our relationships, and our boundaries

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Prioritize: Exercise #4

- **Set Priorities**
 - Importance
 - Urgency

Important	1	2
	3	4
Not Important	Urgent	Not Urgent

Source: Stephen Covey, *First Things First* (1994)

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Prioritize: Sample

- **Set Priorities**
 - Importance
 - Urgency

Important	Funding application deadline	Spend time with partner
	Take daughter to dentist	Exercise/food
Not Important	Term paper due	Work on thesis proposal
	Keeping a "perfect" house	Busy work
	Email	Junk Mail
	Social media	Mindless web browsing
	Urgent	Not Urgent

Source: Stephen R. Covey "First Things First"

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A bit about procrastination

- Understand why you are procrastinating
- Try different strategies:
 - Focus on Quadrant II of the Time Management Matrix
 - Set Realistic Goals
 - Plan & Schedule
 - Set False Deadlines
 - Remove Distractions
 - Reward Yourself
 - Record Distracting Thoughts
 - Break the Habit

Source: Queen's University

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Next Steps

- Step 1 Assess
- Step 2 Analyze
- Step 3 Prioritize
- Step 4 Plan
- Step 5 Monitor your progress

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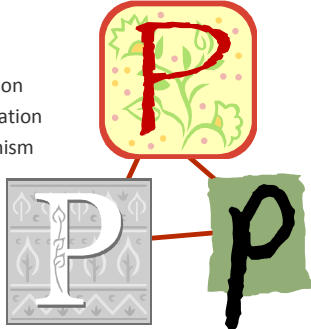
Plan: Exercise #5

- Ⓞ **Plan**
 - Time management goals
 - Short term versus long term goals (bigger picture)
- Ⓞ **Monitor your progress**

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3 P's

- Embrace Prioritization
- Conquer Procrastination
- Abandon Perfectionism



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Resources

- Ⓞ UBC Learning Commons: learningcommons.ubc.ca
- Ⓞ koerner.library.ubc.ca/services/research-commons/
- Ⓞ Faculty-based supports and your supervisor
- Ⓞ Graduate Pathways to Success
- Ⓞ Wellness Centre in IKBLC
- Ⓞ Student Services: students.ubc.ca/livewell
- Ⓞ Peer Wellness Coaches – next year (apply now if interested) at students.ubc.ca/fun/give-back/peer-programs

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THANK YOU