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

Effective time management can result in:
- Less stress
- More effective learning
- Increased productivity
- Increased satisfaction
- A more balanced lifestyle

Does this seem familiar?
http://www.youtube.com/watch?v=4P785j157xk

Grad Student Realities

<table>
<thead>
<tr>
<th>Grad Student A</th>
<th>Grad Student B</th>
<th>Grad Student C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taking 1 course</td>
<td>PhD – 3rd year</td>
<td>Part-time job</td>
</tr>
<tr>
<td>TAing a course</td>
<td>Returned from maternity leave</td>
<td>Research position</td>
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<tr>
<td>Preparing project proposal</td>
<td>Trying to start their thesis writing</td>
<td>Family responsibilities</td>
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<tr>
<td>Wanting to take a career building workshop</td>
<td></td>
<td>Looking to get more physically active</td>
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Group Discussion
- What time management issues challenge you?
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

Exercise #1
- Complete the “Time Management Exercise”
- Take a moment to reflect on your score and what does it mean to you?

Five Steps to Effective Time Management
1. Assess
2. Analyze
3. Set Priorities
4. Plan and re-analyze
5. Monitor your Progress

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

Assess and Analyze: Exercise #2
- Complete the personal time survey to find out where your time goes every week.
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?

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

Assess and Analyze: Exercise #3
- 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

Assess and Analyze: Recharging your batteries

Source: Stephen R. Covey "First Things First"

Priority: Exercise #4

- Set Priorities
  - Importance
  - Urgency

<table>
<thead>
<tr>
<th>Importance</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgency</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Source: Stephen Covey, First Things First (1994)
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

Next Steps

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

Plan: Exercise #5

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

3 P’s

- Embrace Prioritization
- Conquer Procrastination
- Abandon Perfectionism

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

THANK YOU