>> Denise: And welcome and thank you for attending
today's webinar, Time Management Strategies.

During this very busy time of year we can often feel
overwhelmed with all the demands on our time.

Today's webinar will address how we can take proactive
steps to manage our time and stay focused on our
academic, personal, and career goals.

I would like to introduce our presenters for today's
webinar.

Lisa Cook and Dina Bergren.

Lisa is the Director of Walden's Career Services.

Her areas of expertise include online and offline
networking, rebranding, and midlife transitions.

Hi, Lisa.

>> Lisa: Hi, Denise.

Welcome to the webinar, everyone.

>> Our second presenter is career services advisor,
Dina Bergren.
Dina's areas of expertise include job search strategies, networking, and career transitions.

Hi, Dina.

>> Dina: Hi, Denise.

>> Denise: And before I turn the webinar over to Lisa, we'd like to know the degree level of our audience today.

So I'm going to go ahead and I'm going to launch a poll.

And just one second here.

I'm going to take one second and -- okay.

The poll is open so go ahead and place votes.

>> Denise: Okay, thanks, everyone.

We'll give everyone just another couple of seconds here.

Okay.

I'm going to go ahead and close that.

Looks like everybody's had a chance to -- and I'll...

Share the results.

It looks like we have about 9% in bachelor's program.

46% master's, 45% doctoral, and 1% alumnus and 1% other.

So thank you everyone for sharing that with us.
And I'm going to close the poll, and we're going to --

I'm going to turn it over to Lisa.

Lisa!

>> Lisa: Terrific. Thanks, Denise.

Welcome everyone.

So we're going to quickly review our topics for
discussion today.

As Denise mentioned, the holiday season can be
especially busy, both in terms of our personal, our

professional, and our academic lives.

You know, you're facing finals, you know, final exams,
the end of the term.

You're looking at holiday parties and obligations.

You're wrapping up things for the end of the year at
work so there's just a lot going on.

So that's why we decided to close out our year of
webinars with this topic of time management.

So first of all, Dina's going to be talking about the
bigger picture, looking at your life in its entirety
and setting priorities.

And then I'm going to be talking about dividing up
your time in a very specific manner, looking at the
fact that a week is 168 hours and how does that fall
out between the different priorities and categories in
your life?

And then we're going to be discussing micro-level tips
for studying and for working efficiently.

And then finally, we're going to be talking about
staying organized in your personal style.

So next.

Okay.

So with that, I'm going to hand it over to Dina who's
going to be talking about the bigger picture of time
management.

Dina?

>> Dina: Thank you, Lisa.

In today's very fast-moving society we are all
confronted with daily responsibilities, many details
and distractions.

And under these circumstances, how can we take control
of our time, and therefore, our lives?

This is what we will be discussing here today.

And we will discuss the process of self-assessments.

How to identify life categories you'd like to focus on
in your life.

How to connect those life categories with big-picture
goals, align activities to your goals, and finally,
how to manage your daily tasks.

So the first step is to assess who you are.

What are your strengths and weaknesses related to time management?

For instance, are you a strong organizer, multitasker or a fast reader to help you with your time management?

Also, ask yourself what you struggle with most on a daily basis.

Do you tend to procrastinate, for instance?

Are you easily distracted?

Do you have trouble managing stress?

So what is your personality style?

And Lisa later on will talk a little bit more about different personality styles related to time management.

And then what boosts your energy?

For instance, I like to exercise.

I find it to greatly boost my own energy.

However, other people like to take naps, or maybe meditate, or even socialize.

And what are your time management preferences?

For instance, if having structure helps you accomplish more, maybe mapping out all of your daily activities
may be a great way to stay organized.
If you prefer a more unstructured approach, maybe keeping a list will be a better option for you for time management.
And, also, what are your energy cycles and sources?
Are you an early riser or maybe a night owl?
So there are many approaches to time management out there.
You want to do a self-assessment to identify what is the right thing to do for yourself.
When our lives are very busy, we often find ourselves torn in many different directions.
Identifying life categories which are most important to you can help bring clarity and focus.
For instance, ask yourself, which of the following categories are most important for you in your life right now?
Hopefully all of you chose studies, and also exercise, meals, and sleep.
And many of you will probably choose work, and home and family, and the other categories listed here.
Next you want to consider your big picture goals.
Julie Morganstern defines a big picture goal as your
destination or what you want to achieve.

Ask yourself, what is most important to you?

Is it getting your degree, taking care of family, work advancements?

And what would you like to achieve?

For instance, a goal may be to graduate with a 3.8 or higher.

Or get promoted, or maybe transition into a new career.

Also, what makes you the happiest?

And when you consider this question, think about the big picture, not just in the moment.

So knowing that you can better provide for your family, creating social change in the world, satisfaction with your career, life-long learning,

what is it that makes you happy?

And now that you've engaged in self-assessment, then ask yourself these questions, identify your life categories and continue -- connected them to your big picture goal, let's align specific activities that can later be broken down into tasks.

Okay.

So here are two examples of life categories.

Their corresponding goals and activities that support
those goals.

Now, activities are the actions you need to take to get to your goals.

Julie Morganstern suggests listing two to three activities for each life category.

And if your list -- if you list more activities than that, it can be too much to track.

So three -- two to three is a good number.

And here, for instance, we have the major life category of studies that leads to the big picture goal of academic success, and the three activities will be posting discussions, reviewing resources, and completing assignments.

The second example, the major life category's work, and that leads to career progression as the big picture goal.

And then the activities will be performing job duties, acquiring new knowledge and skills, and volunteering at professional associations.

So activities can then be broken down into specific tasks and tracked on your daily schedule.

A task is a specific component of an activity.

So for instance, a specific classroom post would be considered a task.
Managing tasks is a way to also manage the daily distractions and interfere with your big picture view of your life.

It's one way to manage tasks is to sort tasks into different groups.

And decide how much time the task will take, and where do they belong on your schedule?

Another way is to eliminate unneeded tasks, delete the ones that are not relevant to your big picture goals, and learn to politely say no to other's demands on your time that is not aligned with your big picture goals.

Another strategy is to delay tasks. And choose a better time to do something, not just in the moment.

Also, delegating tasks to others. Hiring out cleaning, yard work to neighborhood kids, for instance.

Or have family members pitch in and help you with chores.

Containing self-sabotaging behaviors such as procrastination, lateness, and interruptions.

You want to evaluate what is causing these behaviors. Do you need to allocate more time to specific tasks?
Do you need to find a quiet place to study?

So ask yourself these type of questions.

And also, remember to be flexible and adjust for change.

You want to make daily and bimonthly adjustments to your schedule.

Ask yourself, "What is working with my schedule?"

And also ask yourself "What is not working?"

And adjust that as needed.

So with these tips, next Lisa will discuss how to divide your time.

>> Lisa: -- the key is in not spending time, but investing it.

And so we're going to think about the ways that we invest, all 168 hours in a week.

Next.

Okay.

So we did a rough pie chart.

We do a lot of graphs, and so we decided to break it up -- the number of hours you have in a week, we all have the same 168 hours, into roughly the amount of time we thought would be dedicated to various categories.

So we thought there would be about 70 hours for sleep,
getting ready to go to work, or getting ready for your
day and meals.
About 25 hours a week on average to studying, that
might vary, depending on the week and the times
determined.
45 hours per week working, commuting, or if you're in
transition, seeking a position.
And then we figure there's roughly about 28 hours left
of discretionary time.
So that roughly only changed about 16%, and we felt
that that was probably going to be dedicated to family
and just leisure activities.
And so with that, what we want to do is, we want to
conduct a poll to find out how our Walden students are
using that leisure time.
And we’re also hoping that in delivering this webinar,
that you’ll come up with ways so that leisure time is
more enjoyable, because you’re not stressed out
thinking of other things you could be working on.
And perhaps, maybe you'll be able to streamline some of the other categories in your life a bit to have a little bit more leisure time.

So with that, Denise is going to run a poll for us on -- ask you how you use your leisure time.

>> Denise: Okay!

And I just launched the poll, so everyone should be able to select their leisure time, their priority with their leisure time.

>> Lisa: I always feel like we have should have some jeopardy music on when we --

>> Denise: I know, yeah.

I'm watching the numbers here, so we'll wait until they -- they don't change anymore and then we'll share it.

>> Lisa: Capture the major categories, was the option.

>> Denise: Okay.

I think we're ready to go ahead and close the poll.

And then we'll share the results.

>> Lisa: Terrific.

>> Denise: Okay.

It looks like 42% of the time with family.

For 42% of you your primary leisure time is with
family.

16% watching TV.

12% socializing and communicating.

10% exercise.

And 20% said, "What leisure time?"

So with that, I'll close the poll and turn it back over to Lisa.

>> Lisa: Well, for that 20%, we're especially glad that you're here to be on our webinar.

And so I made a bet with my team that the number one answer would be family time.

I'm really glad to see that.

And so that was 42%.

And it was 16% for television, I think that -- that's terrific.

And it's kind of interesting.

I looked up the Bureau of Labor Statistics did an annual survey of how folks use their leisure time on average.

And TV came out really strong at about 3.5 hours a week, and I'm betting that our students aren't spending that amount of time watching TV; they're reading and learning and developing and growing.

And also spending time with family.
So glad to see that, thanks for answering that poll.

So next I'm going to discuss time management for your academic life

I'm going to give you some tips from Dr. Gary Kelsey who is a professor in the school of public policy and administration here at Walden.

And then Dina is going to share some tips from a very ambitious and dedicated and hard-working Walden doctoral student.

So I spoke to Dr. Kelsey yesterday, and he said he had just been talking to Walden students about time management tips, and I asked if I could share those tips with our audience today, and he said most certainly.

So here they are.

He said set regular study days and times.

And when you're working on a very large project, at a minimum, try to set aside two to four hour blocks for those bigger projects, so you don't have interruptions and you can really be focused and dedicated to those larger tasks.

Ask your friends and family to support you, and to avoid pressuring you to do other activities when you need to study.
And I'm betting, especially at this time of year, there can be a lot of other demands on your time. So just asking them to, you know, be patient, bear with you, and, you know, just understand that you're extremely busy balancing so many priorities at the same time.

Try to have a dedicated study space where you can safely leave out your materials so that no one, including children and pets and other members of the household will disturb them. And then finally, always carry work with you. So, for example, take class reading materials to medical appointments.

And I'm not sure if you're aware of this, but if you have an electronic reader, a lot of Walden library materials are now available for download to electronic reader. So, you know, that's an example of, you know, taking a device with you and doing reading, you know, when you're waiting to see a doctor or a dentist.

Okay. So with that I'm going to hand over the floor to Dina, who is going to be talking about our Walden students
whose got excellent time management strategies.

>> Dina: Thank you, Lisa.

I recently spoke with a Walden University student, her name was -- is Ildiko Bocskay, and she's currently pursuing a Ph.D. in public health with a specialization in epidemiology.

And she recently obtained her RN degree from Los Angeles Pierce College, and holds an MBA in health services management, along with an MSC in biology. And she worked as a biologist in Hungary and then immigrated to the U.S. in 2001.

So for several years, this student pursued an RN degree, together with her Ph.D. in public health degree, in order to pursue her long-term goal of working in the field of infectious diseases, and then some day, teaching health sciences for a university or nursing college.

Ildiko was planning to join us on this webinar today but what happened is that her new employer called her and confirmed that she is starting her new job and training as we speak.

So all of her efforts with time management finally paid off.

And she told us, "I am so excited to start a new
chapter in my life.

This will be my first day working as an RN after years of not having a job.

This is an amazing opportunity to make my dreams come true."

So Ildiko’s advice is to set your goal and pursue it no matter what.

So make your degree program your number one goal or purpose.

And do not deviate from this goal.

Sometimes this requires you to go into a survival mode, she said.

And as an example, one day, she shared a story where she was sick in nursing school, but she still had to keep going and attend class.

Her nursing program started with 44 students, and only 13 graduated.

Because of her commitment, she was one of those graduating students.

Her second tip to students is to arrange your schedule around your number 1 goal.

Her schedule involved 12 to 14 hours of clinical training, 2 to 3 times a week.

Other weekdays she attended nursing school and studied
until evening.

And on weekends, she caught up on sleep and studied for her Walden University Ph.D. program. So she had to keep a very strict schedule in order to reach her goal.

She also advised to concentrate on only a few aspects of your life and put the rest on hold.

When she was completing two programs, she only focused on her studies and clinical training, eating, sleeping, and exercising. She put other aspects of her life or life categories on hold.

For instance, community service. Her proactive job search. And also, interest in the conservation of animals. She said that now that I'm finished with my RN program, my number one goal has shifted to my dissertation research.

She has also shifted her focus on her active job search, which resulted in her recent job offer. And she plans to volunteer with animals, and animal conservation, and is also currently learning Spanish.

So priorities constantly shift. And life categories can shift as well.
She also suggests delegating tasks to others.

Find support from family and close friends.

For instance, she delegated laundry and housework, and other duties to her very supportive husband.

And finally, she can't stress enough to maintain your health.

She said, without health, I cannot work.

Health is related to my number one goal.

Therefore, I work to maintain it, no matter what, through cooking and eating healthy foods, running, and also getting enough sleep.

So these are all really great tips from a student who was able to successfully manage her time and life through a very busy and difficult time.

Now I’d like to hand it back over to Lisa who will discuss additional time management tips with us.

>> Lisa: And so now we’re going to talk about time management tips for your work life since we covered your academic life a bit earlier.

So we’re going to switch gears.

So if we could go to the next slide.

Okay.

So I found an excellent article online from an author by the name of Stephanie Chandler whose written
numerous business-related books, and she offers these tips for managing your work life.
And a lot of them spoke to me, so I wanted to share those with you as well.
Check e-mail less frequently.
If you can at all limit it just to twice daily.
You know, they talk about how -- the times multitasking can be very taxing on our brains.
It's really not the most efficient way to work when we're pulled in so many different directions.
Better to maintain your focus on your work and then check e-mail as you need to.
So less frequently.
And also to create junk e-mail filters.
If you have Microsoft Outlook, for example, you can direct your mail directly to folders.
And it's not always junk mail, it could be from RSS feeds or LinkedIn, discussion groups, but it could be mail that you just are ready to read at a later time and would not -- would rather not spend time on it during your workday.
To create a daily to do list, as Dina mentioned earlier, is mentioned in just about any time management article or book you could read at this
point.

So that to do list is vital no matter what your style or personality.

Getting filing systems in order is also key so you're spending less time tracking where things are.

Delegating chores to family members.

Setting expectations that meetings will end on time.

I thought that was a really good strategy.

Because how often are we in meetings where you have conversations go off course and they end up going over time because someone, you know, has taken a direction of the meeting on a tangent that really wasn't part of your original agenda.

So good to set expectations at a meeting -- on a time at the very beginning of the meeting.

Using preprinted lists for supplies or groceries is another time-saving strategy.

So just to have a list, possibly, on your bulletin board, or, you know, in your office, your home office, what you need to go buy in terms of running errands, whether it be supplies or groceries or other items.

And then finally, using templates.

For example, Excel spreadsheets for repeat projects at work.
So creating macros for letters or emails, and using templates is a really efficient way to manage time.

So some more tips from another author.

Dan Rockwell had an article online that he did for the American Management Association.

It was done at the beginning of this year, and it was tips for the new year.

I think we could look at these tips for 2012 as well.

I love this first one.

First and the last are my favorite.

Perfection slows progress.

Yes, I would add that perfection does slow progress, because perfection can lead to lots of procrastination.

Because if you're just so worried about having things absolutely perfect, it can take you a lot longer to get things done.

So he talks about the value of performing tasks as, you know, to a good enough standard.

You know, it doesn't have to be picture perfect all the time.

You know, do the work that's good enough to get the task done and move on to the next one.

Work expands the time allotted to it.
And I think that's a really good tip as well.

And in terms of meetings, but also in terms of projects.

And I can -- I can tell you that I allotted all yesterday afternoon to working on this webinar.

And I was kidding with my team because it was on time management, and here I am working up until the very end.

But I dedicated yesterday afternoon.

And sure enough, it took all of yesterday afternoon.

So work does expand and the time allotted to it.

Get your highest priority items done by noon.

Okay.

Because the goal there is, assuming you're more energetic in the morning.

Getting those highest priority items done by noon ensures that you're finished with them and that you can move on to the tasks that are less pressing.

Do what you dread first.

Okay.

Make prioritized checklists.

And this last one I really like, because it's so easy to remember.

Use O.H.I.O.
Only handle it once.
Deal with it or delete it.
And that goes for e-mails as well as hard copies of items.
And I just think, whether it's mail or e-mail that it's a great rule.
Handle it once.
Deal with it or delete it.
Okay.
So with that, we're going to switch gears now.
And we're going to be talking about organizing for your brain type.
And Lanna Nakone who is a professional organizer wrote a book to this title.
And so she talks about the four types of brain organizing, and strategies that you might want to use.
So as I go through these, you might want to jot a note down in terms of what you feel your style is, and possible strategies that might be helpful in terms of addressing that style.
So the first type is the maintaining style.
These folks are highly organized, detail-oriented, accurate, practical, reliable.
They like routine.
They're always on time.
They're very linear in their thinking.
They always are thinking ahead to the next step, and they don't like interruptions.
So and the strategies for them, have their whole schedule in front of them at all times so they can know exactly what's coming up next.
Whether it be their Blackberry or Outlook or a hard-copy calendar, they need to know, you know, the whole schedule.

Okay.

So maybe printing out that weekly schedule off Outlook to look and see the big picture.

Also, to have their to do list ranked by priority.

And also an electronic organizer for all of their contacts, such as Outlook or possibly using your LinkedIn contacts as a rolodex.

Next.

Okay.

The second type is the harmonizing style.

These folks are focused on helping other people.
So they are creative and more flexible.

They thrive in open spaces.

They've got an in-the-moment attitude to time
management so they can skip between tasks.

They want a comfortable and peaceful environment.

And they will drop any task to help someone.

Okay.

So strategies for harmonizing type.

Organize your schedule around when you are the most energized, and what the top to do items are because you might be focused on helping other people that you might lose track of those top to do items.

So you should really have your schedule organized around those.

Write the to do items down in one place.

She talked about the example of someone having sticky notes all over their desk with multiple to do items.

That's probably not going to be that helpful.

So you want to keep a journal or a notebook, or you know, one place to jot down all your to do items.

Keep track of time as it gets away from you easily.

So -- and one possible idea is to set your clock or your watch or your cell phone ten minutes ahead.

Next.

The innovating style.

These are visionary, big picture thinkers.

They are artistic, creative, intuitive.
They tend to organize in spurts.
They're not into the details.
They like change and variety.
So the strategies for them, since they need time to reflect and think and brainstorm, don't overschedule the calendar.
Be sure to give yourself breaks so you have time for processing.
Also, since you might lose track of time while you're brainstorming, keep a large clock in clear view so you don't lose track of time.
And also, ask others for reminders when it comes to appointments and pressing items that you might forget.
And then finally, next, there's one more type.
And that is the prioritizing style.
And these are the kings and queens of time management.
They are the best at it.
They're logical and clear thinkers, they set and accomplish their goals and finish their to do list on a daily basis.
They're perfectionists.
They work well under pressure.
They're really, really great about decluttering.
I wish I was one of these people because my team will
tell you that I'm definitely not.

They throw out un-needed papers and items.

Functionality is key.

So strategies for them, goals motivate these folks.

So it's important to set short and long-terms goals.

And have them in front of you so you stick with them.

Though you might have a running to do list in your head because you're so on top of things, you might want to write that to do list down just so you don't forget anything.

And delegate insignificant tasks to others if possible.

So that gives you an overview of the four types.

And so we're going to head to the next slide now.

And we're going to open it up for questions.

>> Denise: Okay!

>> Lisa: Go ahead, Denise.

>> Denise: Let's see.

Some questions we have are, if you have young children, how can you put them on hold?

>> Lisa: It's impossible to put those young children on hold.

So, I mean, that goes to the bigger picture of life's priorities.
And so -- but, you know, maybe asking, you know, possibly, another family member to watch them just so they know that, you know, you might be working on a project or study time. And you just need to have that time just to get your work done.

But just, you know, maybe setting the expectations with them upfront that, you know, as soon as you're done you're going to, you know, play with them or take them out or, you know, engage in really fun activities with them just to manage those expectations with them.

Yes, definitely there are certain things in life that you can't put on hold, and young children definitely, that would be in that category.

>> Dina: It also -- this is Dina.

And it goes back to those life categories, and being able to only juggle a few of those categories.

So if you do have family or children that need a lot of attention, that will be the priority, and then adding some other life categories.

But, again, when your schedule gets too busy with too many life categories and activities and tasks, that's when it's time to delete some of those.

And prioritize.
The next question is, can a person display more than one time management style?

You can have a combination of different characteristics. And in that case, you want to just pick and choose the strategies that work best for you.

It's kind of like Myers-Briggs personality-type. You know, even though we have a four letter type that describes our personality under the Myers-Briggs, we're combinations of all the various types. It's just how we tend to act most of the time.

And it could be, too, that one is more of a harmonizing style at home because they're focused on their family, and, you know, the folks in their household. But then at work, you know, they've got a really demanding job with many, many priorities and, you know, goals, and just a very fast pace, so they have to adapt.

And so then, you know, having that calendar and, you know, a big clock on the wall in front of them, I mean, some of those might -- some of those strategies
might help adapt them to different environments.

But that's a great question.

Thank you.

>> Denise: Okay.

Let's see here.

I find that I always go to the library to study because there are many distractions at home.

Is there any other place you would recommend students to study?

>> Lisa: Coffee shops, although they -- depending on the noise level of the coffee shop.

I love the public library, so I spend a lot of time there.

If there's a neighborhood community center, you know, in my neighborhood, we have a park that has a wonderful visitor center and a coffee shop in there and it's very quiet most of the time, and I see people take their laptops there all the time, and they have wireless and they work there.

So wherever you can get a quiet base, I guess, I think is the answer on that.

>> Denise: Okay.

Another one is do you have any tips for learning to say no?
Lisa: Dina, do you want to take that one?

Dina: Sure, Lisa.

I think that learning to say no, you just have to be very polite with people. And tell them, you know, thank you for this offer or this opportunity to get involved in this activity.

However, at this time, I -- you and I have time allocated for this, but I will consider this in the future.

So something like that where you're polite and you're acknowledging, you know, that they're making an effort to connect with you for -- that they have a specific need.

But going back to your original goal and being very firm about priorities in your life.

Denise: Thanks, Dina.

And what about -- here's another one. What about people who have too much time on their hands with recent job losses, some of us have moved from having little time, to having too much time and feel that a lot of it is wasted.

How do we adjust?

Lisa: I would suggest making a daily schedule for
yourself, and treating that schedule the vast majority of the hours in your day as a job.

And that, you know, I would still get up at the normal time that you used to get up.

You know, get ready to go out for the day.

You know, if you have exer -- an exercise routine, keep that up.

And if you're in transition and you're looking for a position, you know, we hope that you'll take advantage of our services.

And also just realize that typically the best thing you can do is spend the same number of hours in a job search that you would spend on a regular job.

And so, you know, assuming that that's 40 hours a week, and then you've got, you know, the 25 hours of studying on top of that, you know, that's a good number of your -- that's about half your week, almost, right there.

And so -- and in terms of how to structure those eight hours of the day.

You know, I think a great strategy is to leave the house.

And create -- you know, I'm going to create my job search as a job.
I'm going to go to the library, I'm going to look at the Internet.

I'm going to map out what networking calls I'm going to make.

And you know, networking is such an important part of the job search.

You should be building your network on a daily basis as part of that transition process.

And then in addition to all that, if you still have extra time, I would really advise you to do some volunteer work, if possible.

And there are virtual volunteer opportunities as well as in person ones, but I would suggest you take advantage of this time to build some new skills and volunteer for a cause that you believe in, and in the process of doing that, you will also make some networking contacts, which could lead to the next opportunity.

And so -- but I think a really important piece of this is the fact that our mental and physical health are heavily dependent on our social interactions with others.

And so you -- you need to stay engaged socially with people, and so, you know, being out and about, being
at the library, being at the community center, working on your job search, going to a job search support group in your area. And then doing volunteer work.

I think those would be really good uses of your time.

>> Denise: Okay.

Another one.

When I don't like certain tasks, I procrastinate.

How do I snap out of it?

>> Lisa: That's a really good question.

And I think one strategy for that is to give you -- give yourself a reward for finishing the task that you have trouble with.

So, you know, for example, okay, I'm going to -- I'm going to study for the next two hours, and after that I'm going to go out and take a good long walk to clear my head and get some exercise.

And so, you know, but if you don't -- if you don't work for that two hours, you might not be able to take the walk.

So, you know, if you can schedule rewards for yourself, you know, so that you -- you stay motivated. And also, going back to what Dina said about the big picture goals.
You know, I think that was a great strategy in terms of, you know, mapping out those goals.

I really like the way she presented that in terms of, you know, if you map out your life in terms of what are the big categories, and then you think, well, this task, you know, let's take house cleaning, I don't know.

I think many people aren't the biggest fans of house cleaning.

But you know, we know we need to get it done.

And so, you know, but what is that contributing to? Well, maybe a big life goal is keeping a nice home environment.

So I gotta to do the house cleaning to keep that big picture goal in mind and to fulfill that goal.

And so you just keep in close touch with how that task that you don't care for relates to the bigger picture in your mind.

>> Denise: Okay.

And another one.

What is the maximum number of hours per day that an MBA student should study without getting too stressed?

>> Lisa: I don't know if we can answer that, because I think that's up to the individual and how much time
they would need for their reading and their various assignments.

So I think, you know, a rough guideline can be about -- for all students, roughly 25 hours a week on studies.

But you know, I think really it's going to vary with each individual.

>> Denise: Okay.

Let's see here.

Can you please talk a bit more about how not to become -- or not to be a perfectionist?

Do we have any comments about how not to be a perfectionist?

To move away from that -- that role of having to have things perfect.

>> Lisa: Well, there's that phrase you pick your battles, so to speak.

And so I think it's a matter of prioritizing what are the things that are very important in terms of having to have them absolutely right?

Okay?

So maybe I'm writing my self-evaluation.

A lot of us are writing performance reviews at this time of year, for example, so maybe I've got to spend
my time writing a really thorough performance

evaluation because I know that's going to be extremely

important for my career.

To let my supervisor know what I've done this past

year.

And also, just going forward, in terms of my own

professional development.

Thinking about where the areas are that I could

improve in.

And so that might be something that's really

important.

Whereas, you know, another activity might not be as

important.

So maybe, you know, people want you to make something

for the office potluck, for the holiday party.

Well, maybe you can cut corners and go to the grocery

store and buy some cookies for that event rather than

like going to an A+ level and making something from

scratch.

So I think, you know, I know those are very different

extamples I gave.

But I just think it's -- the point is, you have to

just choose.

What are the things that are really important to
devoting a lot of time and effort to, to make sure
they're just about perfect.

Not picture perfect, but just about there.

And what are the things that I can let slide a little
bit?

So just, you know, so that the standard is more good
enough rather than I have to do this to the very best
of my abilities.

Dina, do you have anything to add on that?

>> Dina: I think that's a really good point, because
many people -- it's easy, especially, for people who
are over achievers, to want to do everything
perfectly.

And it is a matter of prioritizing and cutting some of
those corners.

But also, learning techniques to help you cut those
corners sometimes.

Like, for instance, you know, speed reading.

Or other techniques.

Or being able to even process information or just
read, not maybe everything in an article, but really
capture the main points for yourself in your studies
at work and in other ways.

>> Denise: Okay.
Another question is, how do I identify my time management style?

>> Lisa: I would suggest reading through those types, because our webinar will be archived within the next two weeks and we'll have a copy of materials up there. And then figuring out, of those strategies that are mentioned after the style, what seems to have worked -- what would work best for you? Okay?

Because as I mentioned, we can be a combination of various styles. But, you know, for example, you know, having a big clock on the wall or present at all times in front of you, if you lose track of time, and you forget that you have an appointment, it might be a great strategy for you.

So I would focus more on what strategies could really help you manage your time better, rather than being sure to pick the absolute right style.

So I'd check out those strategies.

>> Denise: Okay.

And another question here is, I work in an Army operations department which runs 24/7. Colleagues understanding -- are understanding and
cooperation helps a lot, but when they are away, and you're alone, how do you put work on hold?

So I think this is -- another question similar to that is, sometimes -- how do we create that balance?

And maybe we have something to do and say, okay, we're going to do so much of it, and then we're going to leave it and focus on something else, and then come back.

I think that's maybe what the question is about.

>> Lisa: Okay.

Again, I guess I would say their priorities.

And I know that -- you know, there are certain times when we might not have the kind of balance we'd like to have optimally.

And an example of that is if we're part of a small work team, which we are here in the Career Services Center, and, you know, someone's out at a, you know, an active residency or, you know, leave and, you know, we have a leaner team than usual, then everybody has to pitch in more and step up more and, you know, work a little bit harder.

So you know, it's just -- it's hard to answer that question in terms of -- you know, without knowing what the demands are.
But, I mean, you can personally gauge what absolutely has to be done, especially if you're the only one working there.

And if you're not clear on it, I would talk to, maybe, a superior about that further in terms of, you know, laying out the priorities and what's manageable for you to get done as the only person working there. But, yeah, there are times we're not going to get that breakdown. And we have to just kind of weather through those and then look forward to the time again when the staff is back and things are back to normal.

>> Dina: I also wanted to add, it's sometimes helpful to organize your day in time chunks, so from 2:00 p.m. or 4:00 p.m. or from 9:00 p.m. to 10:00 p.m., whatever that time chunk that you have to do that extra work, or do that extra school work. So breaking up your day in time chunks I find to be a very helpful method.

>> Denise: Okay.

We'll take one more question.

How does one delegate household chores when the student does not have a supportive family in the same household?
Lisa: That's a challenging question.

Dina: It's difficult when your family is not supportive.

It really is.

I think, still, then finding ways if that responsibility is mostly your responsibility, delegate what you can.

Find tasks they do enjoy doing.

For instance, if they really don't want to do certain tasks, maybe, you can continue doing those, but then there must be some that they would enjoy doing.

And delegate those out.

And then just cut corners on a few things.

You know, maybe the house won't be spotless or perfect.

But during this time in your life, maybe it's time to refocus to something else.

And then later on, when you're done with your academic program, or when things lighten up, then you can go back to your original goals that you wanted to focus on.

Denise: Okay.

And we want to let you know we have some resources here for you at the end of the -- of our presentation.
And we’re going to leave you with a last, a final thought.

I am definitely going to take a course on time management just as soon as I can work it into my schedule, from Louis Boone.

So hopefully you won’t find yourself in this situation.

You’ll -- this course will -- or this presentation will help give you some ideas to move forward with your time management during this very busy time.

And I want to thank you all for -- for joining us today.

The webinar will be archived in approximately one to two weeks.

And also, keep in mind, if you're in a -- I know some of you said you were in a job search or had recently lost a position, and so keep in mind you can make a one-on-one appointment with us in Career Services.
And we can guide you on some resources and some strategies.

So, again, thank you, everyone, for joining us.

Thank you, Lisa, and thank you Dina.

>> Lisa: Thank you, everyone!

>> Dina: Thank you, everyone!

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