Time Management Strategies

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Topics for Discussion

• The Bigger Picture – Setting Priorities
• Dividing Up Your Time
• Micro-level Tips for Studying and Working Efficiently
• Staying Organized and Your Personal Style
The Bigger Picture of Time Management

- Start with Self-Assessment
- Identify Life Categories
- Consider Big Picture Goals
- Align Activities to Goals
- Manage Daily Tasks

(adapted from Time Management from the Inside Out by Julie Morgenstern)
Assess Who You Are

• Strengths and weaknesses
• Personality style
• What energizes you
• Time management preferences (structured/unstructured)
• Energy cycles and sources

(adapted from Time Management from the Inside Out by Julie Morgenstern)
Choose Your Major Life Categories

**WORK**

**Studies**

**EXERCISE/ MEALS/SLEEP**

**Hobbies/ Entertainment**

**HOME AND FAMILY**

**SERVICE**

**Religious/ Spiritual Activities**

**Social Life**
Identify Your Big Picture Goals

• What is most important to you?
• What would you like to achieve?
• What makes you happy?
What Activities Align with Your Goals?

Major Life Categories → Big Picture Goals → Activities

- Studies → Academic Success
  - Post discussions
  - Review resources
  - Complete assignments

- Work → Career Progression
  - Perform job duties
  - Acquire new knowledge/skills
  - Volunteer at professional assn
Advice for Task Management Success

- Sort tasks in groups
- Eliminate unneeded tasks
- Assign to others
- Contain behaviors (procrastination, lateness, interruptions)
- Adjust for change
Dividing Up Your Time
168 Hours in a Week

- Sleep/Meals/Getting Ready: 42%
- Work/Commute: 27%
- Studies: 15%
- Family/Free Time: 16%

Walden University
A higher degree. A higher purpose.
Time Management for Your Academic Life
Time Management Tips from Dr. Gary Kelsey

- Set regular study days and times – reserve larger 2 to 4 hour blocks for big projects.
- Ask friends and family to support you and to avoid pressuring you to do other activities when you need to study.
- Have a dedicated study space where you can safely leave out your materials.
- Always carry work with you – e.g., take class reading materials to medical appts.
Walden Doctoral Student Ildiko Roxane Bocskay, R.N.

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- Registered Nurse (RN)
- MBA in Health Services Management
- MSc in Biology
- Bilingual — Hungarian and English
- Learning Spanish
Ildiko Bocskay’s Time Management Tips

• Set your goal and pursue it no matter what
• Design your schedule around your #1 goal
• Focus on only a few life categories; put the rest on hold
• Delegate to others
• Always make sure to maintain your health!
Time Management Tips for Your Work Life
Tips from Author Stephanie Chandler

• Check email less frequently – twice daily.
• Create junk email filters.
• Do a daily “to do” list.
• Get filing systems in order.
• Delegate chores to family members.
• Set expectations that meetings will end on time.
• Use pre-printed lists for supplies, groceries, etc.
• Use templates (e.g. Excel spreadsheets) for repeat projects.
Tips for the New Year by Dan Rockwell for American Management Association

- Perfection slows progress.
- Work expands to the time allotted to it – hold shorter meetings.
- Get your highest priority items done by noon.
- Do what you dread first.
- Make prioritized check lists.
- Use O.H.I.O. “only handle it once” – deal with it or delete it!
  - [http://www.amanet.org/training/articles/printversion/New-Years-Resolution-Get-a-Grip-on-Time.aspx](http://www.amanet.org/training/articles/printversion/New-Years-Resolution-Get-a-Grip-on-Time.aspx)
Four Types – which describes you best?

Maintaining Style: Organized, detail-oriented, accurate, practical, reliable, follow routine, on time, thinks ahead to next step, linear & structured style, don’t like interruptions

Strategies: 1) Blackberry/Outlook/calendar showing your whole schedule; 2) To Do list ranked by priority 3) Electronic Organizer for all your contacts – e.g., Outlook or LinkedIn
Harmonizing Style: Thrive in open spaces, “in the moment” attitude to time management, skip from this to that, want a comfortable and peaceful environment, drop anything to help someone

Strategies: 1) Organize schedule around when you are most energized and what the top to do items are; 2) Write “to do” items down in one place to remember them; 3) Keep track of time as it gets away from you easily – one idea is to set clock/watch 10 minutes ahead
Innovating Style: Intuitive, visionary, artistic, creative, big picture thinking, tend to organize in spurts, not into details, likes change and variety

Strategies: 1) Don’t overschedule the calendar – leave time blocks to brainstorm and think between appointments; 2) Keep a large clock in clear view so you don’t lose track of time – use a watch or phone for time; 3) Ask others for reminders of appointment times
Prioritizing Style: Adept at time management, logical and clear thinker, set/accomplish goals and finish “to do” list daily, perfectionist, works well under pressure, throws unneeded papers and items out – functionality is key.

Strategies: 1) Goals motivate you - set short and long term goals; 2) Though you may have a running “to do” list in your head, write it down; 3) Delegate insignificant tasks to others if possible
• Panella, V. (2002). *The 26-hour day: How to gain at least two hours a day with time control*. Franklin Lakes, NJ: Career Press.
Resources

• Stephanie Chandler on Time Management
  http://ezinearticles.com/?10-Time-Management-Tips-for-Busy-Professionals&id=11339

• Dan Rockwell on Time Management
  http://www.amanet.org/training/articles/printversion/New-Years-Resolution-Get-a-Grip-on-Time.aspx

• *Time Management from the Inside Out*, by Julie Morgenstern

• Also see “Time Expectations for Online Learning” document posted with this archived webinar
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.” Louis E. Boone