



THRIVE

Wellbeing and study success

Presented by:
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Session 3: Time Management

What is this program all about?



No Recordings

Today's session will **NOT** be recorded for your privacy.

These sessions are:

- Safe
- Respectful
- Inclusive
- Non-judgemental



▶ Time Management

What does it mean?

▶ Time Management

The process of exercising control over the resource of time to achieve goals

▶ Time Management

- Use a calendar
- Turn off social media
- Start assignments sooner

Easy right???

▶ Time Management

Time Management is about exercising choice over a limited resource: **Time**

Major items of agency:

- Goals
- Priorities
- Allocation

▶ Goals

- Clear goals are required to ensure time management techniques are useful
- Without goals, time is devoured by distractions and unproductive work

▶ What system to use?

- Simple?
- Complex?

To-Do Lists

Dedicated to-do list users are approx. 30% less productive than people who do not use to-do lists.

Why?



Time for a break!

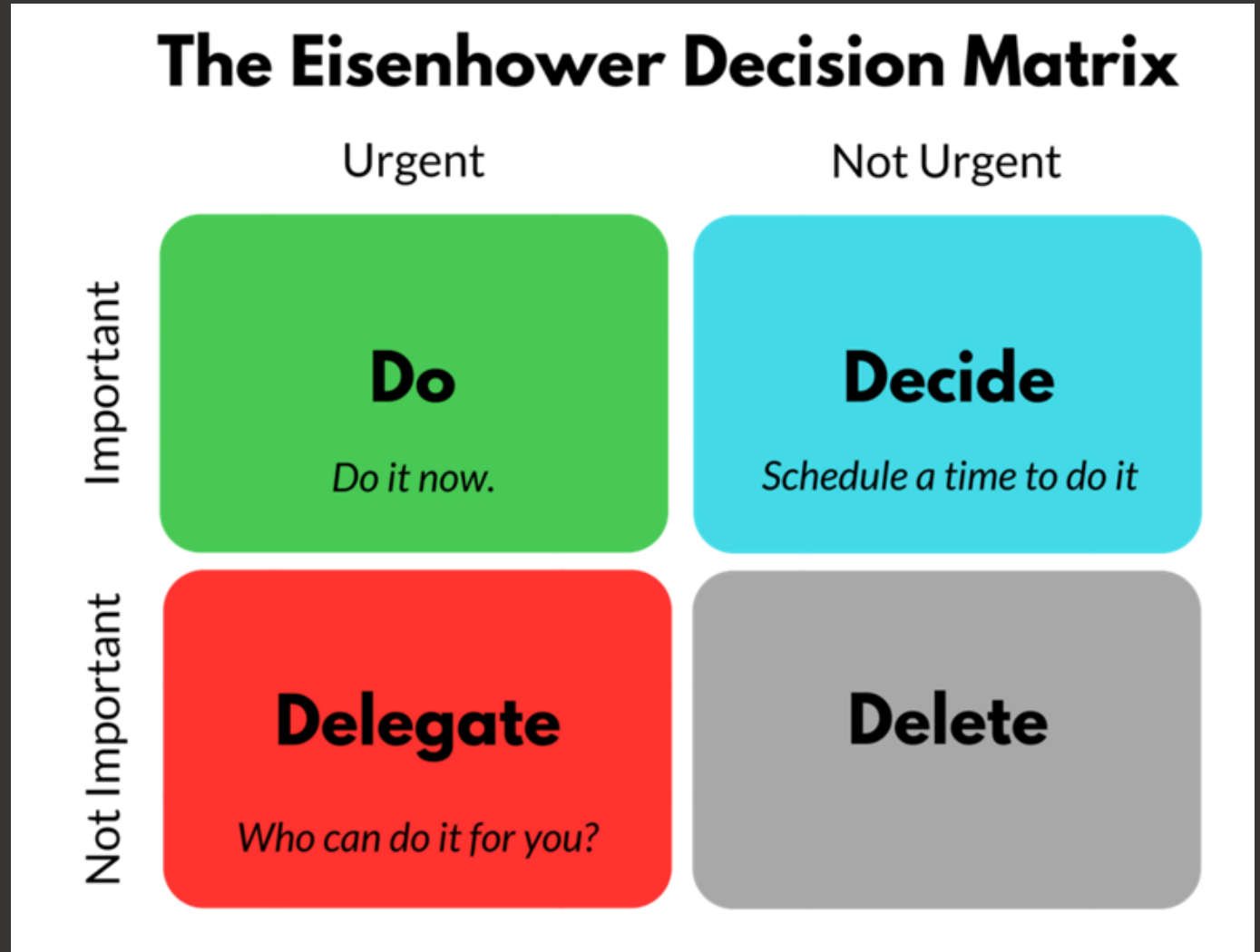


Eisenhower Technique



How to determine Importance?

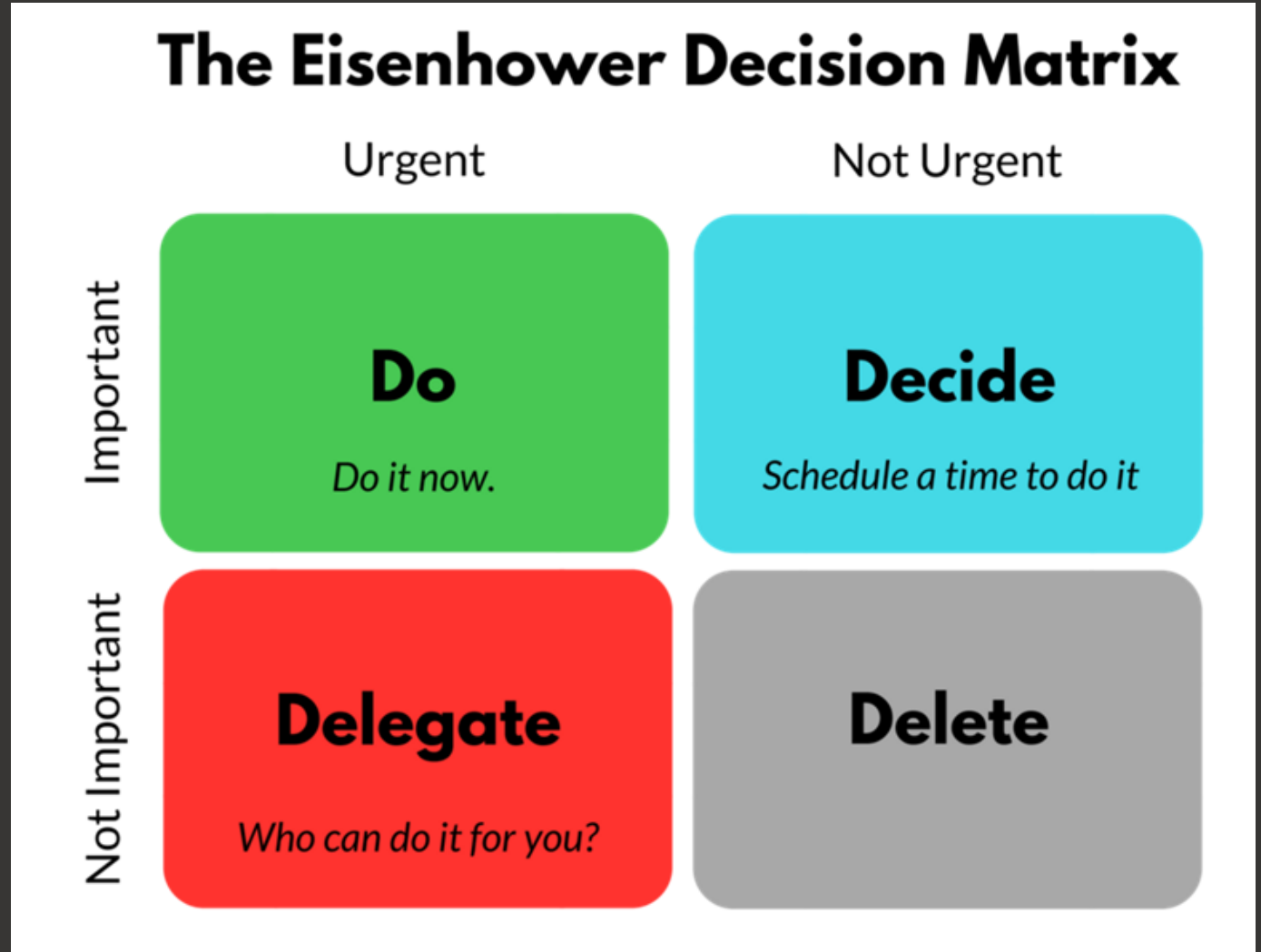
How to Determine Urgency?



Eisenhower Technique

Examples:

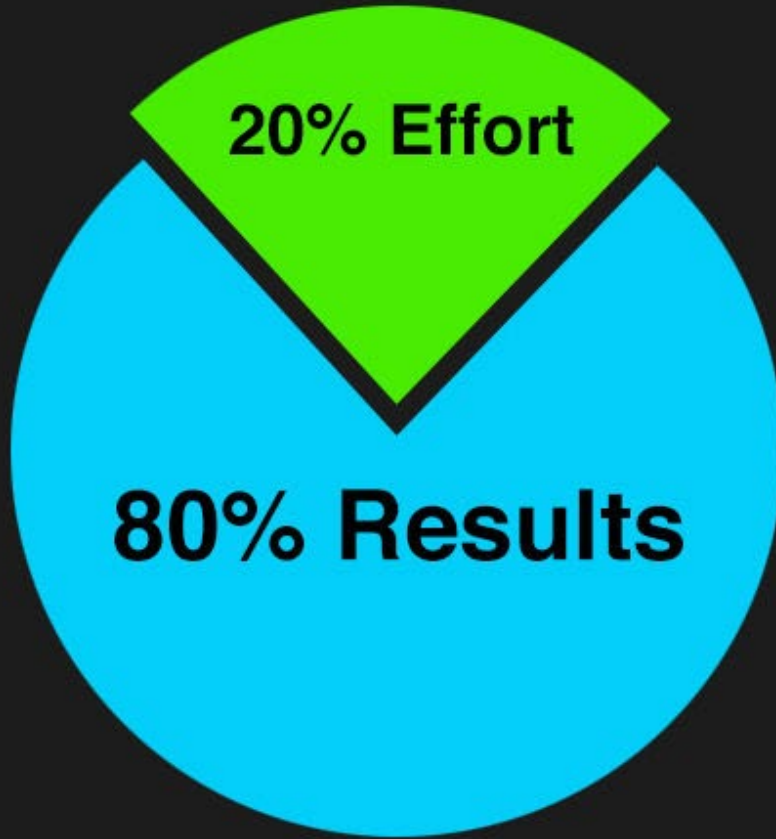
- Assignment due tomorrow?
- Exercise?
- Pre-readings for next week?
- Laundry & Dishes?
- Phone call from unknown number during a work sprint?
- Social media notification?



Efficiency



But what about efficiency
in the time allocated?



80/20 Principle

Allocation



Time is a finite resource.

Allocate it well.

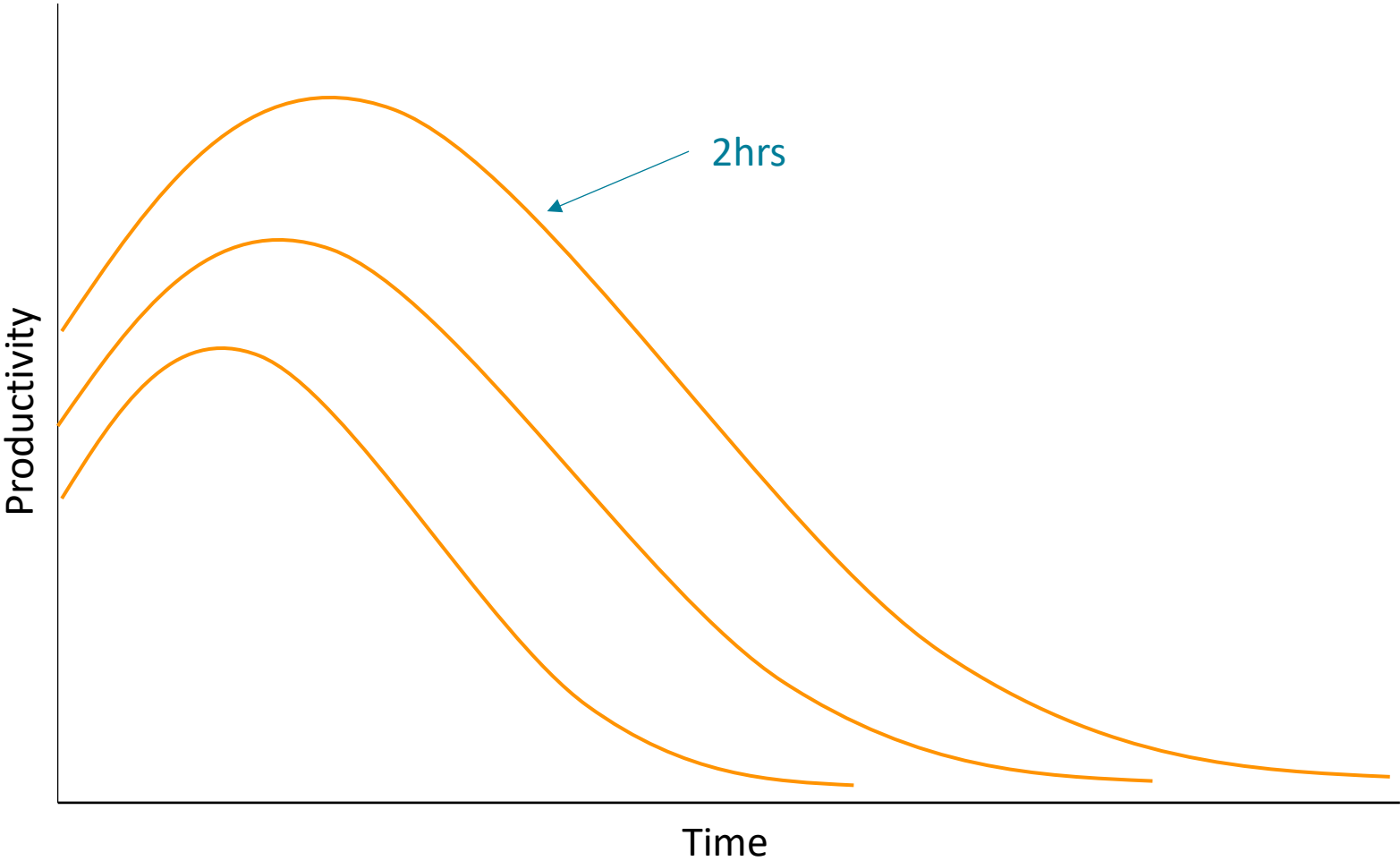
Self-Care is non-negotiable

Allocation



Self-Care is non-negotiable

Self-Care & Productivity Curves



What happens without regular self-care?

What will you take
away from today?

The goal is *Progress*
not *Perfection*

