

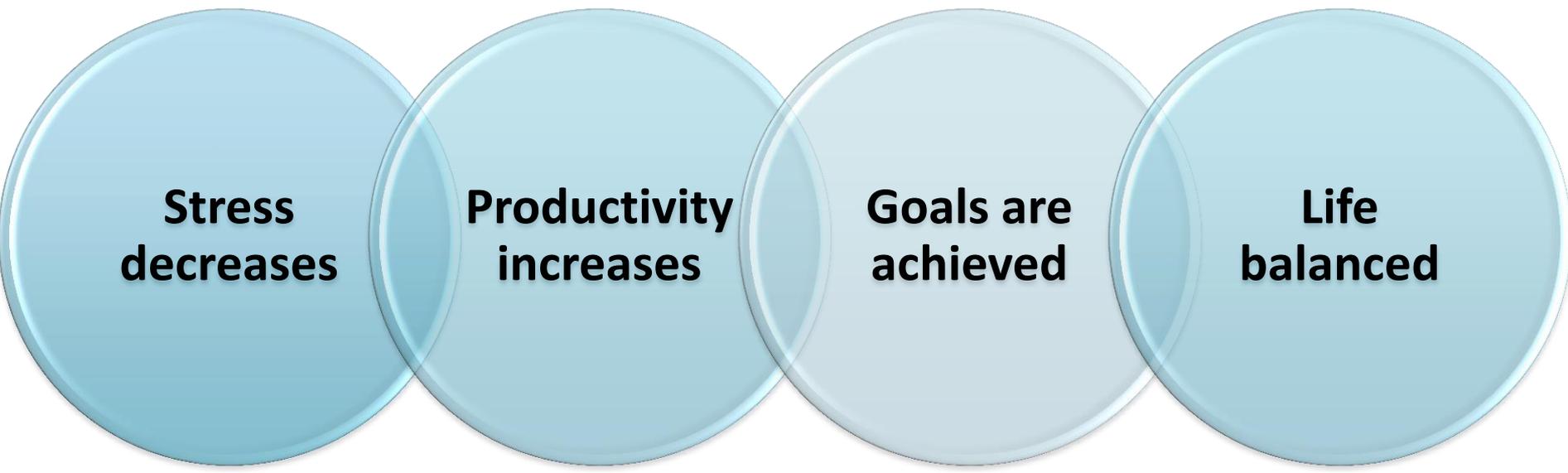


Managing Time & Distractions

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Student Success Centre

Benefits of Managing Your Time



**Stress
decreases**

**Productivity
increases**

**Goals are
achieved**

**Life
balanced**

Personal Productivity



Time Management Tips

1. First, clearly define what you want to accomplish.
2. Break up big goals or assignments into little, actually doable chunks.
3. If you've got a lot you want or need to do, prioritize & strategize.
4. Schedule your most important stuff for your most alert time of day.
5. Set some ground rules for when you check email, apps, and social media.
7. Write stuff down all the time.
8. Build in cushions for unexpected snags.
9. Good enough can be better than perfect if it's the difference between finishing or not.
10. Surround yourself with peers who motivate you.
11. Take mindful breaks instead of just marathoning through a task.
12. Reward yourself when you actually do the work.



Specific Concerns

1. **How do I organize my time so that I am not trying to learn so deeply (i.e. cram) when finals hit?**
2. **Why is it important to embed some time for self care in my study schedule?**
3. **What should I do when I “get stuck” on a problem? Do I spend hours grappling with it or do I move onto something else?**



Planning

**By failing to prepare,
YOU ARE PREPARING
TO FAIL.**

BENJAMIN
FRANKLIN

POSITIVEMOTIVATION.NET



Time Blocking

Weekly Study Schedule

	MON	TUES	WED	THUR	FRI	SAT	SUN
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							

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Course Schedule

Weekly Study Schedule

	MON	TUES	WED	THUR	FRI	SAT	SUN
6:00							
7:00							
8:00					OM 352 LAB		
9:00	CH E 345		CH E 345		CH E 345		
10:00	CH E 318		CH E 318		CH E 318		
11:00		OM 352		OM 352			
12:00		CH E 358		CH E 358			
1:00	CH E 314		CH E 314		CH E 314		
2:00		CH E 314 SEM					
3:00					CH E 345 SEM		
4:00		CH E 318 LAB		CH E 358 LAB			
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							



Useful Weekly Schedule

Class Time

- Classes, labs, seminars, etc.

Personal Time

- Employment, extra-curricular activities, exercise, family/friends, sleep, etc.

Study Time

- At least 2 hours per each class hour
- Preview-review, complete readings, create study guides

Assignment Time

- Do research, write labs/papers, complete regular and one-time assignments
- Schedule days/times for regular assignments

Flex Time

- Flex time is flexible – study, run errands, or just relax → A bit each day/week reduces stress and keep things manageable

Self-care

1. **How do I organize my time so that I am not trying to learn so deeply (i.e. cram) when finals hit?**
2. **Why is it important to embed some time for self-care in my study schedule?**
3. **What should I do when I “get stuck” on a problem? Do I spend hours grappling with it or do I move onto something else?**



Balance

Class Time

- Classes, labs, seminars, etc.

Personal Time

- Employment, extra-curricular activities, exercise, family/friends, sleep etc.

Study Time

- At least 2 hours per each class hour
- Preview-review, complete readings, create study guides

Assignment Time

- Do research, write labs/papers, complete regular and one-time assignments
- Schedule days/times for regular assignments

Flex Time

- Flex time is flexible – study, run errands, or just relax → A bit each day/week reduces stress and keep things manageable

Life Schedule

XLife
Weekly Study Schedule

	MON	TUES	WED	THUR	FRI	SAT	SUN
6:00							
7:00							
8:00					OM 352 LAB		
9:00	CH E 345		CH E 345		CH E 345		
10:00	CH E 318		CH E 318		CH E 318		
11:00		OM 352		OM 352			
12:00		CH E 358		CH E 358			
1:00	CH E 314		CH E 314		CH E 314		
2:00		CH E 314 SEM					
3:00					CH E 345 SEM		
4:00		CH E 318 LAB		CH E 358 LAB			
5:00							
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8:00							
9:00							
10:00							
11:00							
12:00							

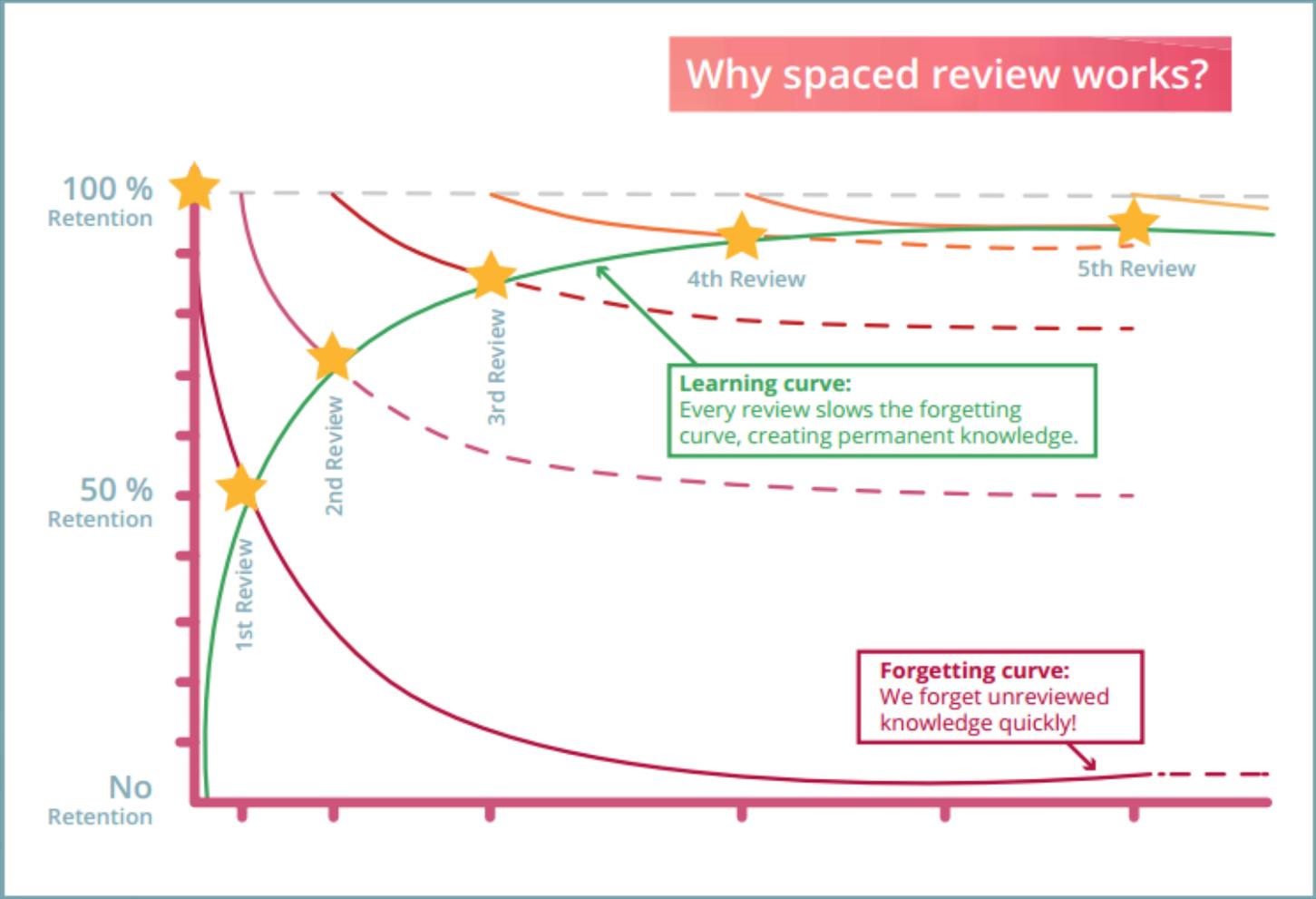
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Pros & Cons of Deadlines



Spaced Practice

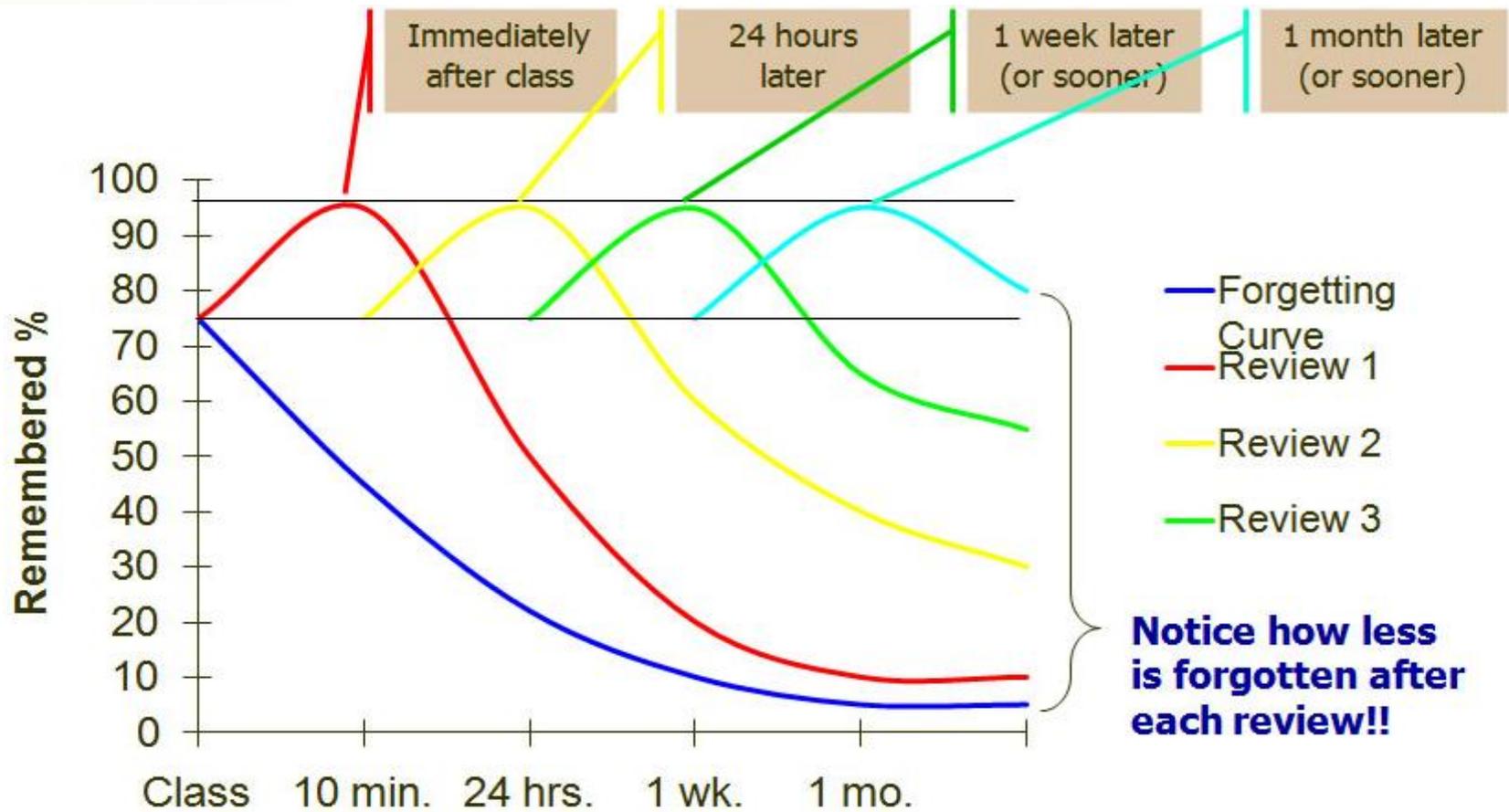


Deep Learning

1. **How do I organize my time so that I am not trying to learn so deeply (i.e. cram) when finals hit?**
2. **Why is it important to embed some time for self care in my study schedule?**
3. **What should I do when I “get stuck” on a problem? Do I spend hours grappling with it or do I move onto something else?**



Spaced Practice



Getting Un-stuck

1. **How do I organize my time so that I am not trying to learn so deeply (i.e. cram) when finals hit?**
2. **Why is it important to embed some time for self care in my study schedule?**
3. **What should I do when I “get stuck” on a problem? Do I spend hours grappling with it or do I move onto something else?**



Goal Setting

Setting goals
motivates you,
and **reduces stress**



and procrastination
over unfinished
work.

Causes of Procrastination

**Under-developed
time management
& study/writing
skills**

**Way to cope with
anxiety over
decision-making**

**Prioritizing
immediate
needs/wants**

**Fear of: success,
failure, imposter
syndrome**

**Lack of life
balance**

**Feeling
overwhelmed**

**Issues with self-
control**

**Worry over
achieving goals**

Perfectionism

**Constant
self-criticism**

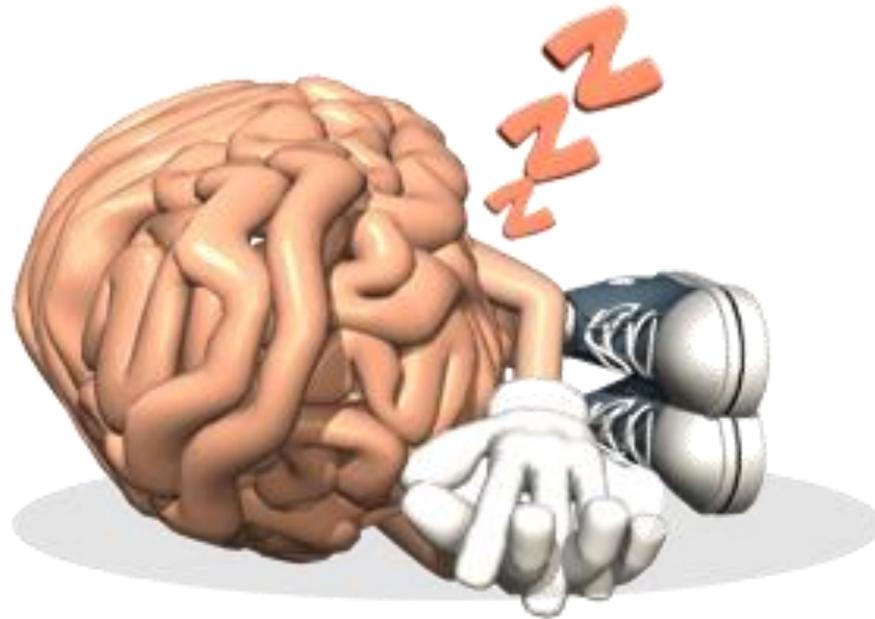
Routine

Weekly Study Schedule

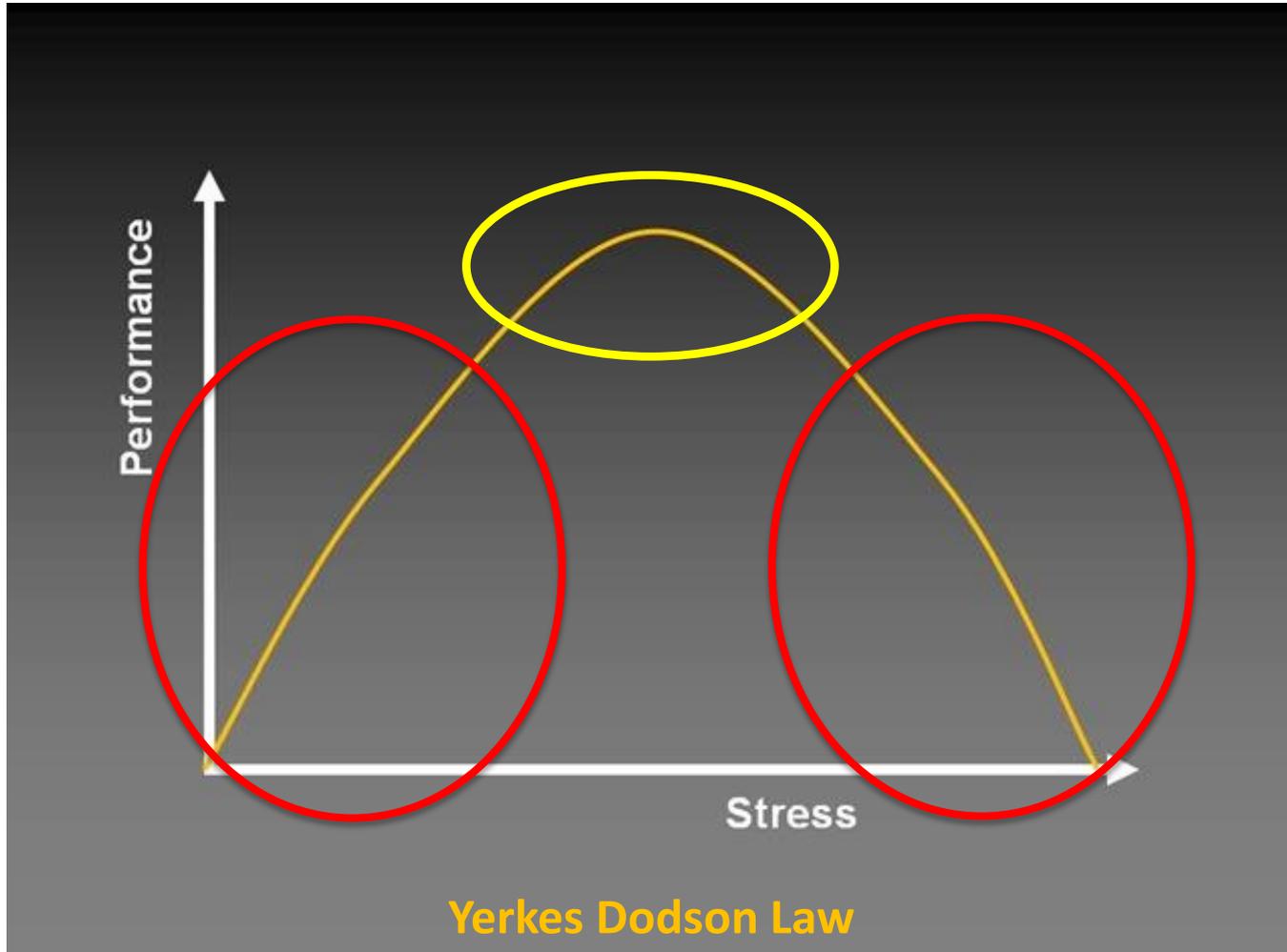
	MON	TUES	WED	THUR	FRI	SAT	SUN
6:00	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP	SLEEP
7:00							
8:00	314	352	314	352	OM 352 LAB		
9:00	CH E 345	358	CH E 345	358	CH E 345		
10:00	CH E 318	SNACK / BREAK	CH E 318	SNACK / BREAK	CH E 318		345
11:00	LUNCH BREAK	OM 352	LUNCH BREAK	OM 352	LUNCH BREAK		318
12:00	345	CH E 358	345	CH E 358	345		
1:00	CH E 314		CH E 314		CH E 314	314	314
2:00	318	CH E 314 SEM	318	CH E 358 LAB	BREAK	345	352
3:00	314	SNCK/BRK	314		CH E 345 SEM	318	358
4:00	345	CH E 318 LAB	345		314		
5:00	352		358		345		
6:00	EXERCISE	EXERCISE	EXERCISE	EXERCISE	EXERCISE		
7:00	DINNER	DINNER	DINNER	DINNER	DINNER		
8:00	318	318	318	318	FRIENDS / FAMILY		
9:00	352	352	352	352			
10:00	358	358	358	358			
11:00	TRANSITION TO SLEEP	TRANSITION TO SLEEP	TRANSITION TO SLEEP	TRANSITION TO SLEEP			
12:00	SLEEP	SLEEP	SLEEP	SLEEP	(Ctrl) ~	SLEEP	SLEEP



Cognitive Overload



Effects of Stress



Focus = Finite Resource



Multi-tasking Is Really Task Switching



Source: Samford University. "How to Get the Most Out of Studying: Part 1 of 5." Online video clip. YouTube. YouTube. 16 Aug. 2011. Web. 7 Sep. 2016.

- ✓ decreased efficiency
- ✓ decreased cognitive energy
- ✓ degraded overall performance



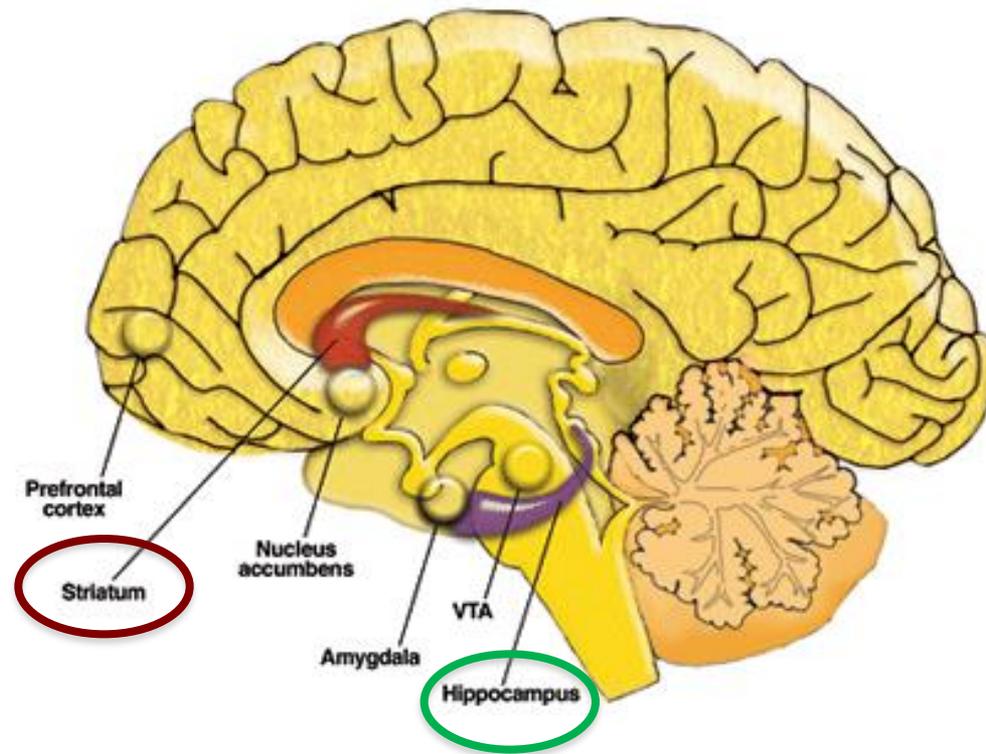
Multi-tasking Is a Myth

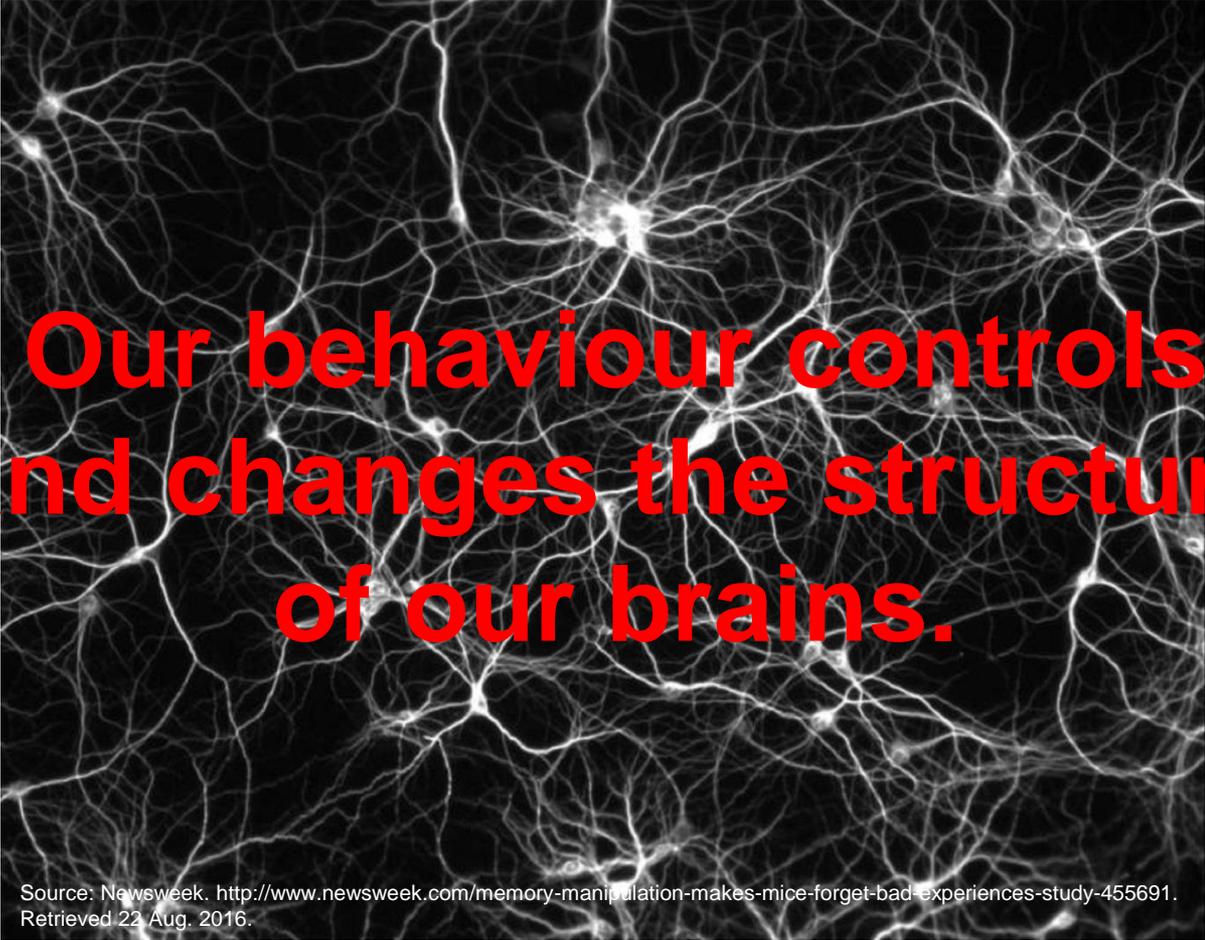


Source: http://wisdomly.com/wp-content/uploads/2015/01/multitasking_brain.png



Multi-tasking Changes Your Brain





**Our behaviour controls
and changes the structure
of our brains.**

Source: Newsweek. <http://www.newsweek.com/memory-manipulation-makes-mice-forget-bad-experiences-study-455691>.
Retrieved 22 Aug. 2016.



Planning Software & Apps

- E.g., smartphones, Google, Evernote, Pomodoro, Asana, etc.
- Do I need to?
- What do I have access to?
- What do I need (e.g., reminders, timers, planning tools, sharing, task assignment, etc.)?
- Am I making or managing work?
- Stick with one system and/or sync your systems strategically.



Remember: your motivation, decisions, and actions are the basis of your progress and success!



**Think of three things
you can apply to your
studies today**

Good Luck!

QUESTIONS?

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