



TIME MANAGEMENT

BY

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LEARNING OUTCOMES

- **After learning time management, students should be able to:**
 - Identify distractions and solutions
 - Get organized with their work
 - To work with 5-step plan
 - Create a time schedule
 - Apply the promodoro technique to their studies

- NEIL ARMSTRONG

IDENTIFY DISTRACTIONS AND THE SOLUTIONS.

- The following table demonstrate the examples of distractions vs solutions:

DISTRACTIONS	SOLUTIONS
Random web surfing	<ul style="list-style-type: none">▪ When doing school work or studying:<ul style="list-style-type: none">• Unplug your internet cable• Disable your Wi-Fi
Playing video games	<ul style="list-style-type: none">▪ To avoid temptations:<ul style="list-style-type: none">• Study at the public library• Study at your university• If it is a cellphone game, uninstall it
Cellphone distraction	<ul style="list-style-type: none">▪ To avoid being distracted by your phone during school work:<ul style="list-style-type: none">• Keep yourself logged out of social media, and switch to airplane mode

VIDEOS TO MANAGE DISTRACTIONS

- As guided by the previous examples, please grab a piece of paper, or use your laptop or smartphone and do an exercise on distractions and solutions. Be as honest as you can with your distractions.
- Take a moment and watch the following videos on how to manage distractions:
 - <https://www.youtube.com/watch?v=64HmAcPXR70>
 - <https://www.youtube.com/watch?v=CQIZ1ypYiS0>

TIPS TO AVOID DISTRACTIONS



Develop a routine

Daily rituals help you focus and develop your own methods of studying

Establish some goals

You can even be over-ambitious!

Start with the hardest

It is easier to stay motivated that way

Switch off electronic devices

If you need your laptop, install a website blocker software

 **Silence is golden!**
An alternative? Music without lyrics



GETTING ORGANISED

- Most students do not really think about how their workspace impacts productivity
- Optimising your dedicated workspace can boost your study time while keeping you informed about tasks and deadlines
- The following exercises might be useful to you:
 - As a student, you are more likely to move regularly from your place of residence to the university and back, therefore, it is necessary to have a simple system that allows you to pack within seconds while it is easy to maintain
 - It is advisable to keep a shelf in your room with study materials, where you put files, books, pens, notebooks, etc. Use a box for each course, where you put notes, photocopies, handouts, journal articles, etc.
 - Pin up a weekly timetable where you see it every day, such as the door. In this timetable, mark your exams, lecture projects deadlines and other social events

THE 5-STEP PLAN

Step 1:

List Everything

Write down all your commitments and deadlines.

Step 2:

Break it Down

Take on big tasks and turn them into smaller steps.
For example, a 2 000 word essay can sound intimidating,
but writing 500 words per day would make it more manageable.

Step 3:

Prioritise your Tasks

This refers to organising all the tasks under 3 headings, namely, now, soon, and later.
For instance, an assignment that has a deadline within five days time needs to be allocated
under the category of now, since you have to start working on it immediately.

Step 4:

Do Immediately

Start with something on your "now" list and get it done.
That sense of achievement will help you build momentum.

Step 5:

Prioritise the Rest

Now go back to all the other tasks and put them in order.

CREATING A TIME SCHEDULE

- Use the previous 5-step plan to begin scheduling your own time
- Below is an example of what a university work schedule could look like when you plan for all of your modules and calculate sufficient time for all your academic activities:

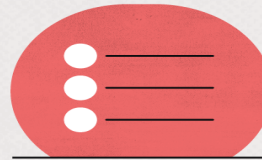
Weekly Time Schedule

DATE: / /							
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00						FREE DAY that can be used if there is a need. Extra time to study for a test / exam / working on an assignment.	
7:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
7:45	Pre-reading for Psych101	Sos101 on Moodle	Pre-reading for Psych101	Sos101 on Moodle	Pre-reading for Psych101		
9:05	Psych101 on Moodle	Sos101 Notes & 30 min Exercise	Psych101 on Moodle	Sos101 Notes & 30 min Exercise	Psych101 on Moodle		
10:25	Study - review Psych101 Notes	Study	Study - review Psych101 Notes	Study - review Sos101 Notes	Study - review Psych101		
11:45	Study	Study	Study	Study	Pre-reading for EngL101		
13:05	Lunch	Lunch	Lunch	Lunch	Lunch		Study - Review this week's Sos101 notes
14:25	EngL101 on Moodle	Pre-reading for Phil101	EngL101 on Moodle	Pre-reading for Phil101	EngL101 on Moodle		Study - Review this week's Phil101 notes
15:45	Study - review notes for EngL101	Phil101 on Moodle	Study - work on EngL101 Assignment	Phil101 on Moodle	Study - review EngL101 notes		
17:05	30 min Exercise & time to relax	Study - review Phil101 Notes	30 min Exercise & time to relax	Study - review Phil101 Notes	Study		
18:30	Dinner	Dinner	Dinner	Dinner	Dinner		Study - Review this week's EngL101 notes
19:00	Study	Study - work on Phil101 assignment	Study	Study - work on Phil101 Assignment			Study - Review this week's Psych101 notes
20:00	Study	Study - cont. Working on Assignment	Study	Study			Plan & review schedule for next week
21:00	Pre-reading for Sos101		Pre-reading for Sos101				

APPLY PROMODORO TECHNIQUE

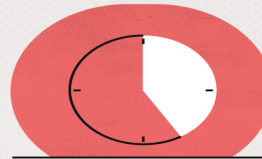
- The Pomodoro Technique is a time management method developed by Francesco Cirillo in the late 1980s
- The technique uses a timer to break down work into intervals, traditionally 25 minutes in length, separated by short breaks such as 10 minutes.

How to use the pomodoro method



Step 1

Create a list of tasks ordered by importance



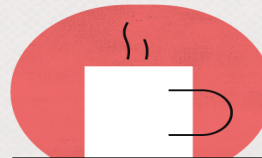
Step 2

Set a timer to 25 minutes



Step 3

Work on a task for the duration of the timer



Step 4

Take a 5 minute break



Step 5

After 4 pomodoros, take a 15–30 minute break

THANK YOU

