

Managing Your Time

Multilingual Student
Support (MSS)
Camosun College





CONTENTS

- Planning ahead
- Prioritizing your time
- Using time effectively and efficiently
- Avoiding procrastination
- Sharing tips and tools



SELF-REFLECTION

- What are some challenges you face when managing your time?
- What do you spend too much time doing?

PLANNING & PRIORITIZING YOUR TIME



PLANNING AHEAD

Avoid stress and feel more in control!

- Plan early
- Manage deadlines and priorities
- Schedule life activities as well as academic
- Be realistic - track how long things actually take
- Build in breaks - leave gaps for flexibility



PRIORITIZING YOUR TIME



Figure out what you need to do first and how soon you need to do it.



List all the college activities and assignments you need to get done each week



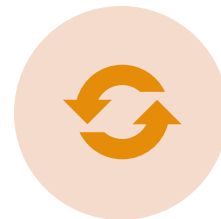
Be specific about the activities you list (e.g., Read English 150 text, pages 110-134. NOT Read English textbook)



Estimate how long each activity will take and block off your calendar



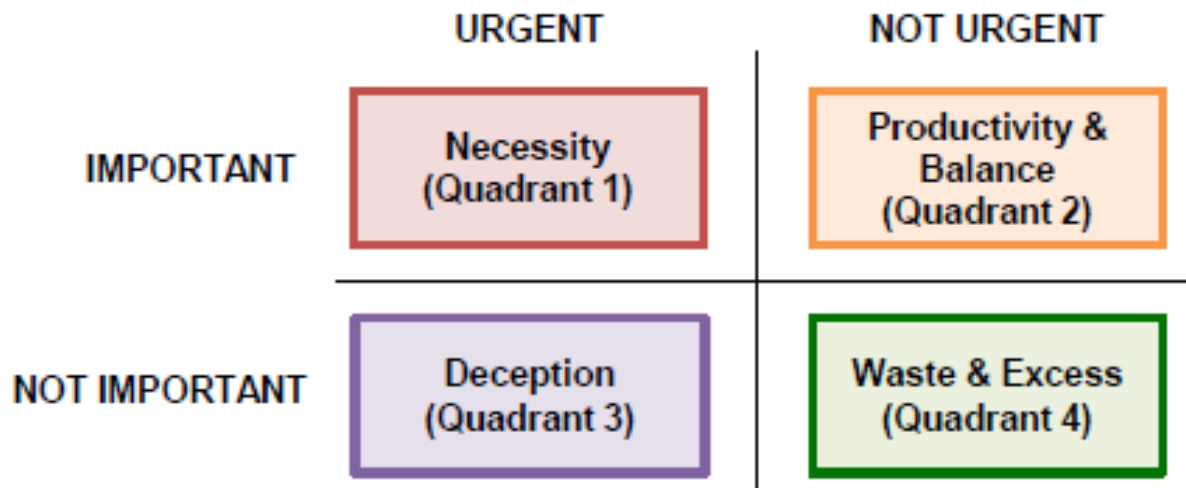
Put your non-academic activities in the same calendar



Repeat these steps each week

THE IMPORTANT-URGENT MATRIX

A strategy for finding balance



Urgent/ Important:

- Deadlines, troubleshoot, engage in crisis management
- If too many things in the red zone quadrant, you are likely procrastinating!

Not Urgent/ Important:

- This is where you want to be. Best performance and productivity.
- Plan, prepare, prevent crisis, clarify goals
- Experience more balance – avoid getting stuck in quadrant 3 or 4

Urgent + Not important

- Appear to be important but are **not** beneficial to YOU.
- Urgency creates illusion of importance.
(phone calls, emails, drop-in visitors, other people's poor time management)

Not urgent + Not important

- Time wasters! TV, social networking, phones, games

THE IMPORTANT-URGENT MATRIX

Example:

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none">• Crisis management• Problem managing (asking for extensions, handing in "less than" work, pulling all-nighters.• Anxiety peaks, sleep difficulties• Reactive responses	<ul style="list-style-type: none">• Proactive• Preparation• Prevention• Planning• Re-creating• Time for "fun" activities
NOT IMPORTANT	<ul style="list-style-type: none">• Other people's request/issues• Phone, email, texting• Unnecessary reports• Others' "drama"	<ul style="list-style-type: none">• Trivial busywork• Irrelevant phone calls, email, texting• Time wasters• Escape Activities: Facebook, Twitter, internet

Try filling out a blank matrix! Be honest with yourself.

See *MSS website for PDF:*
[Time Management Resources](#)

**USING TIME
EFFECTIVELY AND
EFFICIENTLY**



USING STRATEGIES TO MANAGE YOUR TIME

Build in strategies for balance



Image: woodleywonderworks

Focus on one task at a time: Implement a set amount of time to focus (e.g., 25-minute blocks followed by a short break)

Do your least favorite task first, when you are likely less tired

Use the time of day you are most alert/awake

Break up large tasks into smaller ones

Return to the same place to study to form habit

Review notes shortly after classes

Do assigned readings **BEFORE** classes

Imagine your schoolwork is your career!

AVOIDING PROCRASTINATION

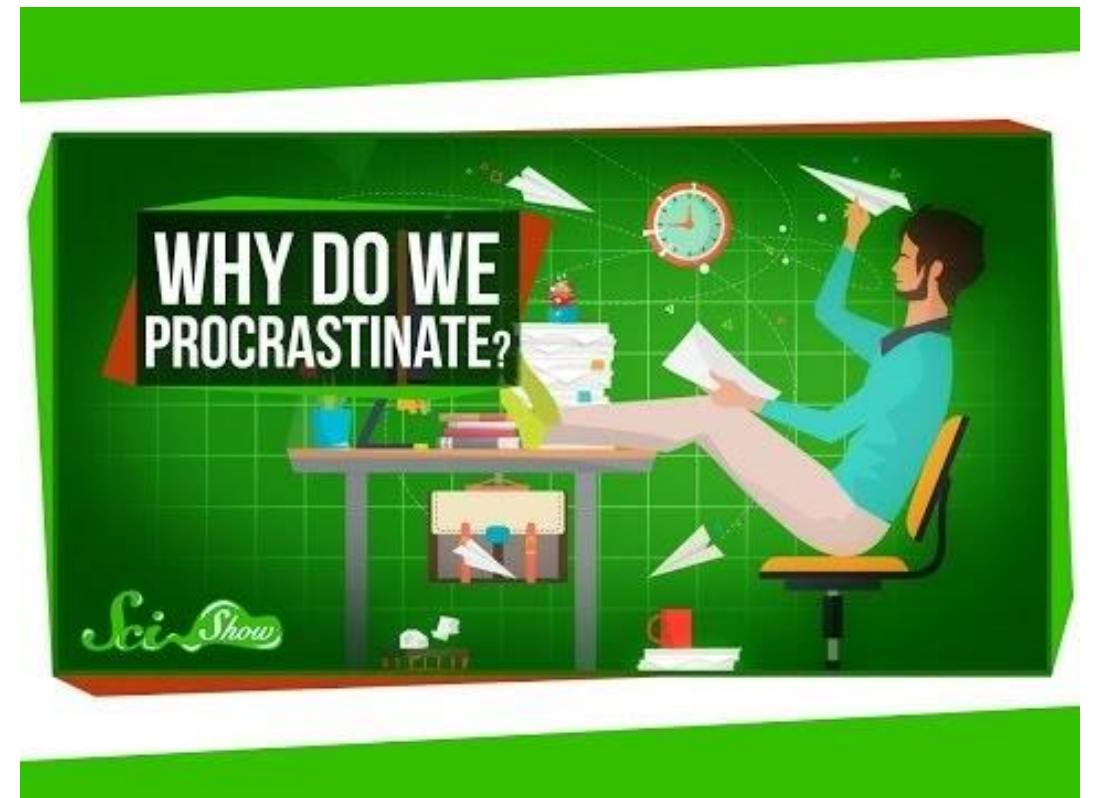
Procrastination is when we avoid or put off doing something that we know is important.

Do any of these scenarios sound familiar?

- *Paper due tomorrow? Perfect time to clean my apartment.*
- *Need to research the history of Rome? I think I'll start by tidying up my "Downloads" folder.*
- *Final exam next week? A Netflix documentary sounds like a good place to start.*

Are these situations from poor time management or a way we respond to anxiety?

Procrastination can be caused by many things; e.g., a fear of failure, social anxiety, stress, or perfectionism.



FAILURE

COMMON CAUSES OF PROCRASTINATION

- **Task aversion:** When you are not strongly motivated by the task, you don't see the value in doing it.
- **Lack of confidence:** You doubt your ability to do something. You're not equipped or are confused about requirements. You may struggle to get started.
- **Fear of failure:** You are afraid of the consequences of failing, so avoid doing whatever will lead to that failure.
- **Perfectionism:** Perfectionists will put off doing a task until they are sure they can meet their own high expectations. They often put off trying something new/different.
- **Interpersonal relationships:** Uneasy relationships between classmates may cause you to avoid interacting with them in or out of class; this may cause you to avoid completing your work too.



AVOIDING PROCRASTINATION

You can try answering some of these questions to get you started...

1. If you didn't struggle with procrastination, how would your life be better?
2. Was there a time when you didn't procrastinate at all, or less than you do now?
3. What were you doing at that time? Could you do that again?
4. In trying to resolve your procrastination, what have you tried and found helpful?



[Source: Learning Commons SFU: Procrastination Workshop](#)

SHARING TIPS AND TOOLS

Find what works for you!



- Use a semester calendar template
- Use a weekly schedule calendar
- Use a daily to-do list that prioritizes your tasks
- Use a planner and digital calendar reminders in your phone (set alerts ahead of deadlines, etc.)
- Use a time management calculator e.g., [UBC Assignment Calculator](#)



LEARNING RESOURCES: MANAGE YOUR TIME IN UNIVERSITY

DAILY TO-DO LISTS

Day:

Task	Priority	Due
<input type="checkbox"/>		/ /
<input type="checkbox"/>		/ /
<input type="checkbox"/>		/ /
<input type="checkbox"/>		/ /

TERM CALENDAR Fall 2019

ACADEMIC SUCCESS CENTRE

	MON	TUE	WED	THU	FRI	SAT	SUN
SEPT 2 WK 1		CLASSES BEGIN					
SEPT 9 WK 2		3	4	5	6	7	8
SEPT 16 WK 3	9	10 QUIZ 130	11 QUIZ 1 VITALS	12 QUIZ 120	13	14	15
SEPT 23 WK 4	16	17	18 QUIZ 2 HEALTH HISTORY	19 QUIZ 120	20	21	22
SEPT 30 WK 5	23	24	25 EXAM 1 UNIT 2 & 3	26	27	28	29
OCT 7 WK 6	30 ASSIGNMENT 1 CDA PROFESSION	1	2 EXAM 120	3	4	5	6
OCT 14 WK 7	7 THANKSGIVING COLLEGE CLOSED	8	9 QUIZ 3 MEDICAL	10 SHAKE OUT	11 RESEARCH ARTICLE AND TOPIC	12	13

RESOURCES

Camosun Lib Guides: Time Management

- <https://camosun.libguides.com/Time/management>

Camosun College Counselling Services

- <https://camosun.ca/services/health-and-wellness/counselling-centre>

Ferris State University: Time Management Calculator: Where does my time go?

- <https://www.ferris.edu/academics/advising/Section5ExploratoryandGateway/time.htm>

Simon Fraser University: Resources on dealing with procrastination

- <https://www.lib.sfu.ca/about/branches-depts/slc/learning/procrastination#strategies-to-avoid-procrastination>

UBC Student Services: Procrastination: It's not what you think it is

- <https://students.ubc.ca/ubclife/procrastination-its-not-what-you-think-it>

SUMMARY

Good time management is a skill that requires:

- discipline
 - organization
 - dedication
- Experiment with different strategies to find what works for you.
 - Prioritize your tasks each week and work backwards from deadlines.
 - Take advantage of the many digital tools that can remind us of dates and events.
 - Ask for an extension, drop a course or cut back a work shift, etc. Seek help if you need it.
 - Acknowledge your own limitations (even the most motivated and skilled people can get overwhelmed).



THANK YOU!



Please let us know what you think of these resources!

<https://forms.office.com/r/A1uRByzpP8>

REFERENCES



Advising Categories. (n.d.) *Time Management Calculator: Where does my time go?* Ferris State University.

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