

A hand is shown holding a white rectangular sign with the words 'TIME MANAGEMENT' written in black, underlined in red. The hand is also holding several small, colorful labels on its fingers: 'Task' (yellow), 'To-do' (green), 'Priority' (blue), 'Project' (orange), 'Plan' (purple), and 'Achievement' (pink). The background is a plain, light color.

# Help! How do I Manage my Time?

Chun-Yen  
R-201

# Benefits of Time Management

1. Stress relief
2. More time
3. More opportunities
4. Ability to realize goals



# Tips for Effective Time Management

1. Planning ahead
2. Make a Weekly Schedule
3. Set Daily Goals



# Tips for Effective Time Management

## 1. Planning ahead

(a) Write down one or two goals in each area of your academic work.

Dissertation – finish draft of chapter 2 and send out for comments.

Publishing – draft lit review for paper with JR and PC.

Professional Development – submit abstract for conference.

Teaching – prepare new activity for math section.

Connections – email scholar in my field with questions about their research.

# Tips for Effective Time Management

## 1. Planning ahead

(b) With those goals in mind, determine when, how, and whether you can accomplish them during this time period.

- ❖ a monthly calendar to map out deadlines and requirements for the semester
- ❖ use an electronic color-coded calendar to map out the semester similarly or to map out one month.
- ❖ With the firm dates mapped out, take each goal you have identified, break it down into steps, and schedule those steps on your calendar.

# Tips for Effective Time Management

## 1. Planning ahead

(c) Recognize that there are things that you can and cannot control.

# Tips for Effective Time Management

## 2. Make a Weekly Schedule

- Start with a blank Weekly Schedule that is broken into hour-long (or 30-minute) blocks.
- Be sure to include all the things you need to do in a given day, not just your work.
- Test your schedule out for a week and pay attention to how often you deviate.
- Create a schedule for the next week that makes appropriate adjustments to support more reasonable expectations.

# Tips for Effective Time Management

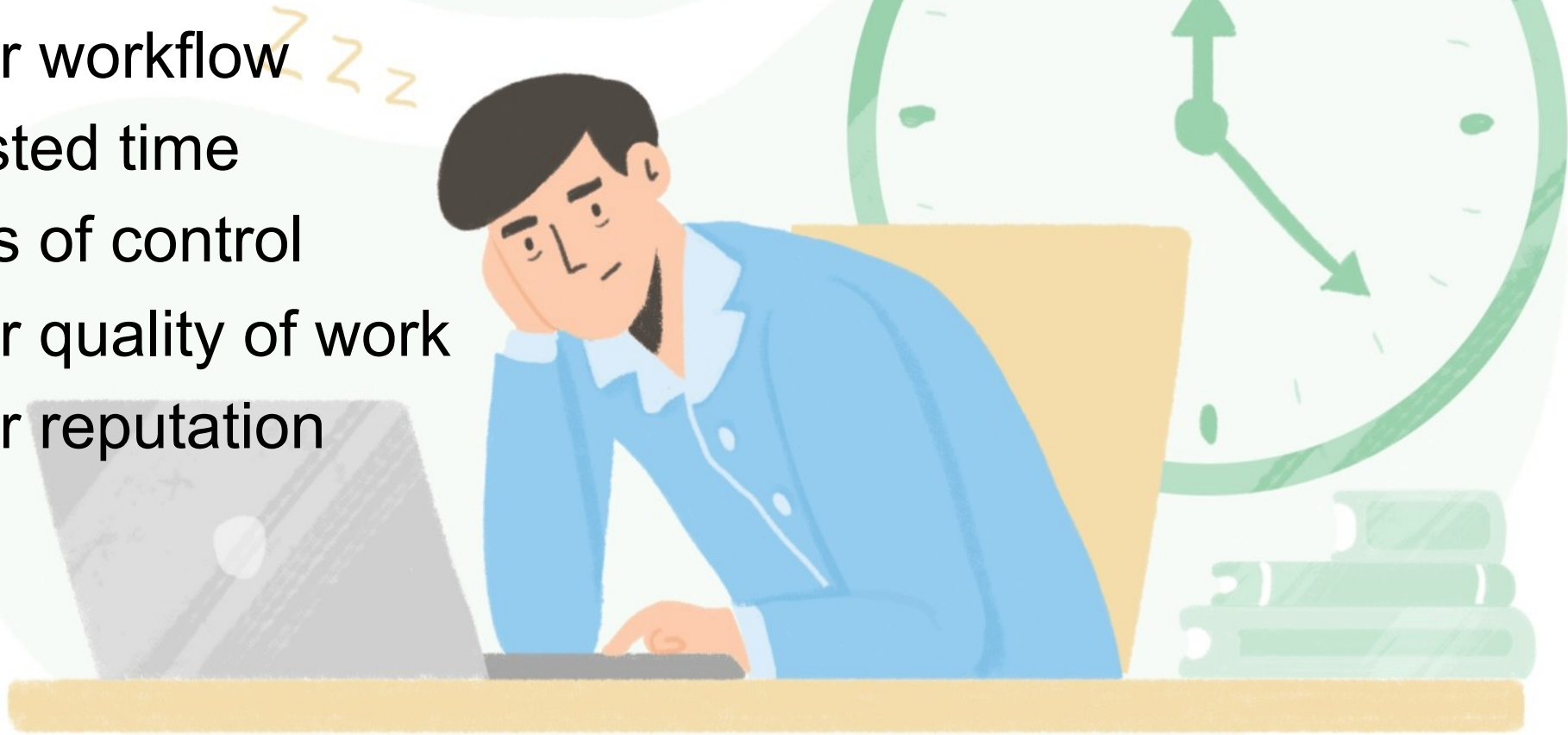
## 3. Set Daily Goals

- Using your Weekly Schedule, decide what you are going to do during the blocks of time you have mapped out.
- Make the tasks on your to-do list achievable goals for the day.
- If there are things that you did not get done, take a moment to reflect on why you did not get them done.
- If you are procrastinating on something important but not urgent, make one discrete task non-negotiable.



# Implications of Poor Time Management

1. Poor workflow
2. Wasted time
3. Loss of control
4. Poor quality of work
5. Poor reputation



# Summary

1. Planning ahead
2. Make a Weekly Schedule
3. Set Daily Goals

# References

- <https://corporatefinanceinstitute.com/resources/management/time-management-list-tips/>
- <https://www.coursera.org/articles/time-management>
- <https://writersperhour.com/blog/time-management-tips-for-phd-students>
- <https://academicresourcecenter.harvard.edu/time-management-0>