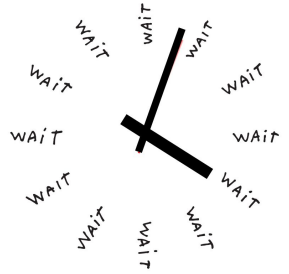# Help! How do I manage my time?

Hannah Lewis

ASTR 8500 - Topical Presentation

April 24, 2018
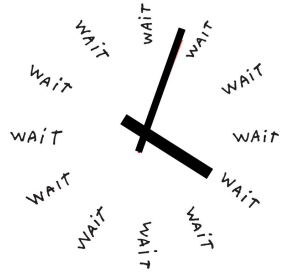
Where does my time go every week?

As graduate students, we are expected to:

- Go to **class**: 7 hours = 1 hours per credit $\times$ 7 credits
- Complete **homework**: 21 hours = 3 hours per credit $\times$ 7 credits
- Attend **colloquia**: 5 hours ⇨ NRAO/UVa colloquium, 2 journal clubs
- Attend **meetings**, etc.: 6 hours ⇨ Including group meetings, meetings with advisor, telecons
- Complete **research**: 33 hours ⇨ Including reading papers, responding to emails, and actually doing work
- Fulfill **TA** requirements: 12 hours ⇨ Anywhere from 12 to "too many" to $\int_0^\infty dx$ hours

From the Bureau of Labor Statistics, American Time Use Survey, 2017

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As humans, we also spend time:

- **Sleeping**: 42 hours
- **Eating**, cleaning, etc.: 21 hours
- **Socializing**, etc.: 21 hours

From the Bureau of Labor Statistics, American Time Use Survey, 2017
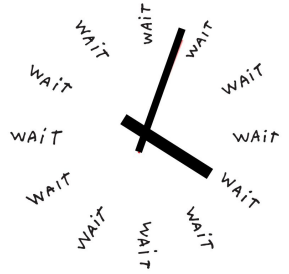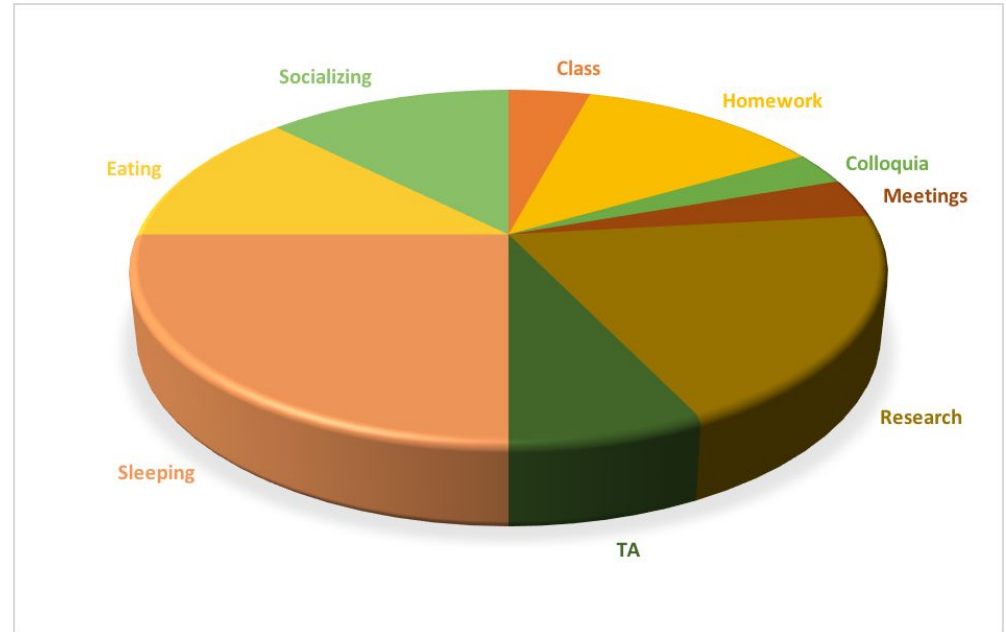
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TOTAL: 168 hours, 50% of which goes into basic care

From the Bureau of Labor Statistics, American Time Use Survey, 2017

How can I use my time efficiently?

- <u>Account for your time</u>, including sleeping, eating, socializing — BE HONEST

| Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 am	Sleep	Up for work/breakfast	Up for work/breakfast	Up for work/breakfast	Up for work/breakfast	Up for work/breakfast	Sleep
7:30 am	Sleep	Check email	Research	Check email	Research	Research	Sleep
8:00 am	Up for work/breakfast	Homework	Research	Homework	Research	Research	Up for work/breakfast
...	...	...	...	...	...	...	...

- Understand when and where YOU are most productive — if you can't be productive at home or in the morning, don't save important work to be done at home the morning before it is due!

How can I use my time efficiently?

- Make a TO DO list — include EVERYTHING, from replying to an email to completing a homework assignment to writing a paper!

THINGS TO DO:

Due date?
Importance?
Time to complete task?
Interest?

Find what works for you!
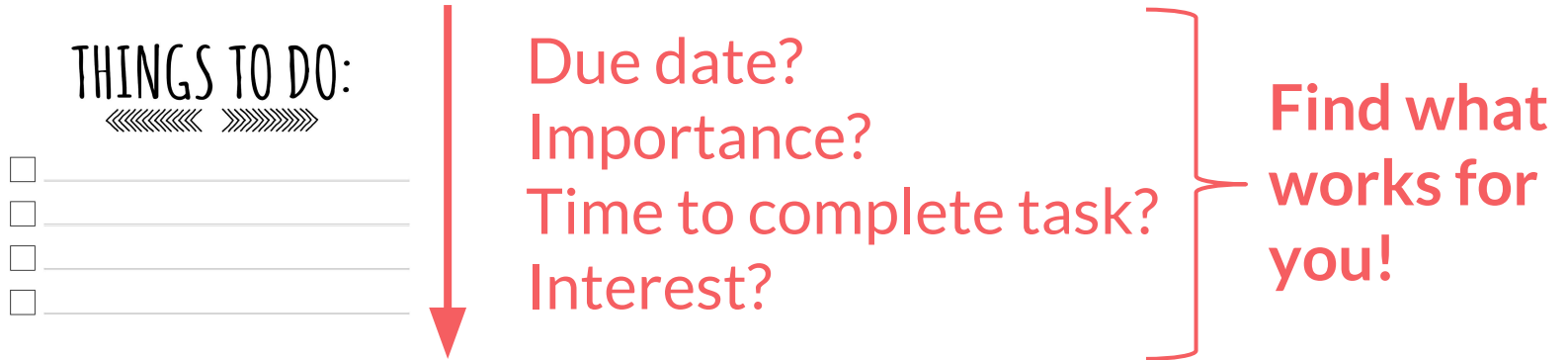
- Utilize time spent waiting — if you're early for a meeting, walking to the office, or between classes, try to get done some of the quick 5-10 minutes tasks on your TO DO list

How can I use my time efficiently?

- Use a productivity tool — if you know certain websites or apps are huge time dumps for you, use a tool to block them at certain times of the day
  - Google Chrome — *Stay Focused*
  - Safari — *Focusbar*
  - Firefox — *Leech Block*
  - iPhone — *Forest* ($1.99) or *Flora* (FREE)

- Learn to say "NO" — if you have a busy week, month, semester, make it clear to YOURSELF AND OTHERS that your first priority is completing your research tasks, homework, or whatever is most important to you

How can I use my time efficiently?

- Be flexible — things WILL happen that you cannot plan for, so be prepared to rearrange your calendar to accommodate new, important tasks

- Make time for things you enjoy — if you make time for things that you value (family, friends, exercise, music, whatever!), you'll waste less time doing things that are neither important nor enjoyable

Summary

- Account for your time
- Understand when and where YOU are most productive
- Make a TO DO list
- Utilize time spent waiting
- Use a productivity tool
- Learn to say "NO"
- Be flexible
- Make time for things you enjoy

START NOW — after class, go do one of these things!

Resources

For your use:

- [Hourly Planners](#)
- Productivity Tools:
  - Google Chrome — *Stay Focused*
  - Safari — *Focusbar*
  - Firefox — *Leech Block*
  - iPhone — *Forest* ($1.99) or *Flora* (FREE)

For your reference:

- Time management tips for graduate students:
  - [University of Maryland, Counseling Center](#)
  - Tara Kuther for [ThoughtCo.](#)
  - Nellie Perret for [University of Toronto](#)
- [Time Boxing](#)
- Amy Novotney for [American Psychological Association](#)
- Francesco Cirillo's [The Pomodoro Technique](#)