

Time Management Tools

SLS 1102
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Why does it Matter?

Increase focus
and
productivity

Less stress

Better school-
life balance

Less
procrastination

Things are
simpler &
easier

Increased
energy

Less
distraction &
Improved focus

More time

Positive
reputation

Goal
achievement

More
confidence

Better grades

Time Wasters

Procrastination

Social Media

Not prioritizing

Worrying

Poor study habits

Perfectionism

Poor sleep hygiene

Forgetting to plan

Multitasking

Phones

Skipping Class

Internet

Netflix

Emails

Shopping

Joining clubs

Partying

Using the weekend as a break from school

What do you Do?

Good Techniques for Good Time Management

Limit Distractions

Avoid Multi-tasking

Practice Saying No

Time Blocking

Set Goals

Avoid Procrastination

Delegate

Additional Good Techniques

Enforce Deadlines

Prioritize Tasks

Establish Routines

Set Time Limits

Organization

Unplug

School Suggestions

Use a Planning Tool (electronic or not)

Plan ahead

Read your Syllabi

Review Due Dates

Create a calendar of important dates

Calculate how much time you need

Prioritize

Lists

What are your most productive times of the day?

Create a daily to do list

Know what works for you

Time-Blocking Tetris Method

- Break your day into blocks of time, arranging them in the most efficient way, allowing for flexibility and quick adjustments

Map Your Micro-Milestones

- Break down large projects into tiny, achievable milestones
- Set multiple deadlines

Pomodoro Flip Technique

- 25 mins on, 5 mins off, but adjust based on the task
- Tailor time based on type of task
- Not all tasks are equal

80/20 Rule Reimagined

- The Pareto Principle states that 80% of results come from 20% of efforts
- Apply to not only tasks but time, when are your most productive 20%?
- Once identified, protect & optimize these times

Gamified Goal Setting

- Turn task list into a game, complete with rewards, points and levels
- Earn points for completed tasks and receive real rewards

The 5 Ps of Time Management

Prioritize

- What is most important?

Plan

- Daily, weekly, monthly roadmap

Prepare

- Anticipate obstacles & gather necessary resources

Pace

- Know your limit

Persist

- Stay committed

References & Questions

<https://www.forbes.com/sites/ginnyhogan/2024/01/04/5-innovative-time-management-techniques-for-the-new-year/>

<https://medium.com/@timlyfy/mastering-the-5-ps-of-time-management-your-path-to-efficiency-42edc50557ba>