



Time Management

Workshop by Lee Wong, 2014


soteria

CONSULTING

WHY BOTHER?

Have you ever:

- Felt stressed due to time restrictions?
- Felt like there are too few hours in a day?



STRESS

Stress can have positive and negative effects.

So what can we do to reduce negative stress effects?

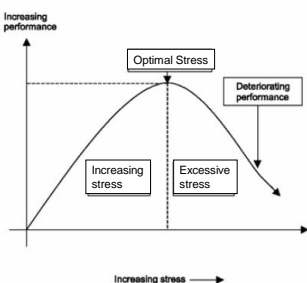
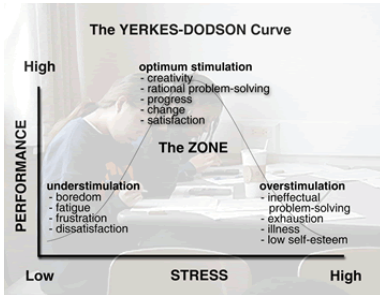


Figure 1.1 The stress-performance curve

STRESS



How can we stay in "The ZONE"?

TIME MANAGEMENT

Time Management involves understanding your commitments in a day – and finding a balance through prioritising.

But how much time should I spend on each area?



UP TO YOU!

GENERIC DAILY BREAKDOWN

Consider the following daily routine:

- Sleep ~ 7 hours
- Studies/Work ~ 8 hours
- Eating ~ 2 hours
- Personal Hygiene ~ 1 hour
- Socialising ~ 2 hours
- Exercising ~ 1 hour
- Hobbies/Interests/Relaxing/Fun ~ 3 hours



What do YOU think about this?

PERSONAL TIME MANAGEMENT

- Different people value different things
- Prioritise your activities based on:
 - Urgency (e.g. Deadlines)
 - Importance (i.e. Personal/Professional)
 - Limitations (e.g. Groups, Equipment)
- Aim for a balance YOU are comfortable with
- Set aside time for relaxing and breaks

PERSONAL TIME MANAGEMENT

What if something unexpected happens?

- Everything rarely goes exactly as planned
- Prepare for set-backs/disturbances by giving yourself spare time in the day

ALTERNATIVE MANAGEMENT

*This sounds like a lot to consider each day...
what if I get MORE stressed from planning my
daily schedule?*

- Some people can cope with it well
- Others might prefer energy management
- You could also confront your stress by seeking support or through insight

ENERGY MANAGEMENT

If planning everything in advance is not what you are comfortable with, you could try managing your energy/effort, instead of time.



Requires **FOCUS!**

ENERGY MANAGEMENT

- Give yourself a general guideline for the day
- When starting a task, immerse yourself in it
 - Focus your energy into what you do
 - Set goals to achieve in one sitting
- Organise priorities to maximise concentration
- Limit distractions
- Take breaks and set aside time to relax!

PRODUCTIVITY

When are YOU performing at your best?

- Morning or Evening
- Home or Library or School
- Study Group or Alone
- Research or Classes or Assignments
- With or Without Music
- Happy or Sad
- Energetic or Tired

Make use of your most productive times!

FINAL NOTES

Do not let time control you – control your time!

Plan your work and work your plan!

Find a balance YOU are comfortable with!

Reap the benefits of time management!