



TIME MANAGEMENT

HONORS WORKSHOP

TIME MANAGEMENT

A good use of your notebook is a skill that is absolutely essential to college students: managing your time. This is important not just for your academic success, but to maintain a balanced and healthy life.

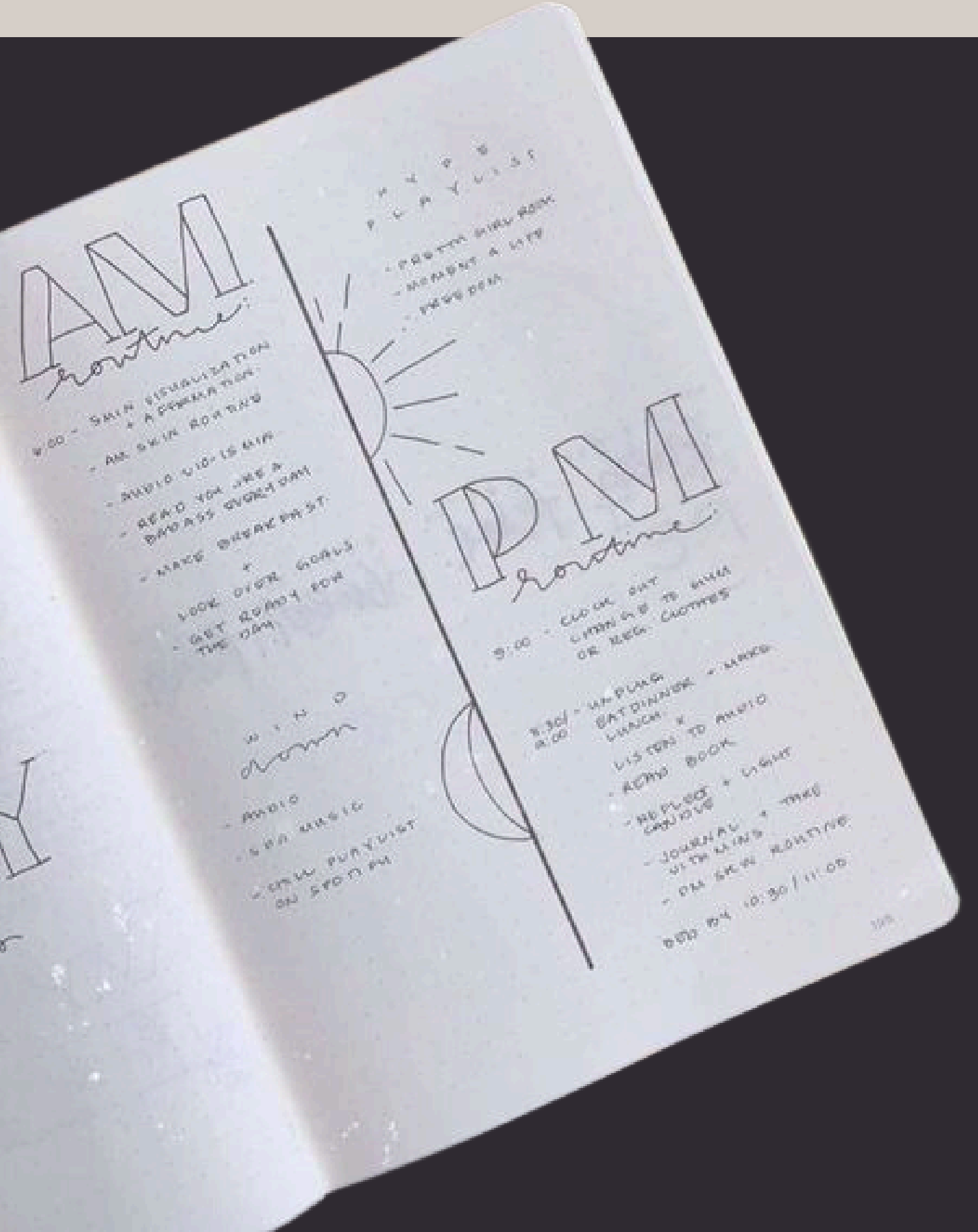
In this second half of the workshop, we'll work on building routines that reflect your goals and values, give you guidance on prioritizing tasks, and help you to make time for your mental and physical well-being.

*"The best thing about the future is
that it comes one day at a time."*

— Abraham Lincoln



BUILDING ROUTINES



Building routines around the elements of your life that you want to remain consistent is important in creating a sense of stability. This stability, in turn, makes it easier to manage other tasks and events around those routines.

Routines can be **time-based**, where there are certain activities that you want to complete each morning, night, day, week, or month. You can also create specific **activity-oriented** routines, such as those built just for cleaning tasks, scheduling regular time to focus on your physical and mental health, or a structured studying regimen.

It's important that your routines and the activities within them are not randomly selected or based solely on what works for others. Instead, they should reflect your personal goals and support you in accomplishing what matters most to you.

And, while routines provide structure, it's also important to allow for flexibility. Life is unpredictable, and disruptions are inevitable. These disruptions might affect your routine for a day, or have a larger, longer-lasting impact. They can be beneficial ruptures that cause you to reassess, or simply momentary setbacks. Notice them, and learn to work with them.

BUILD YOUR ROUTINE

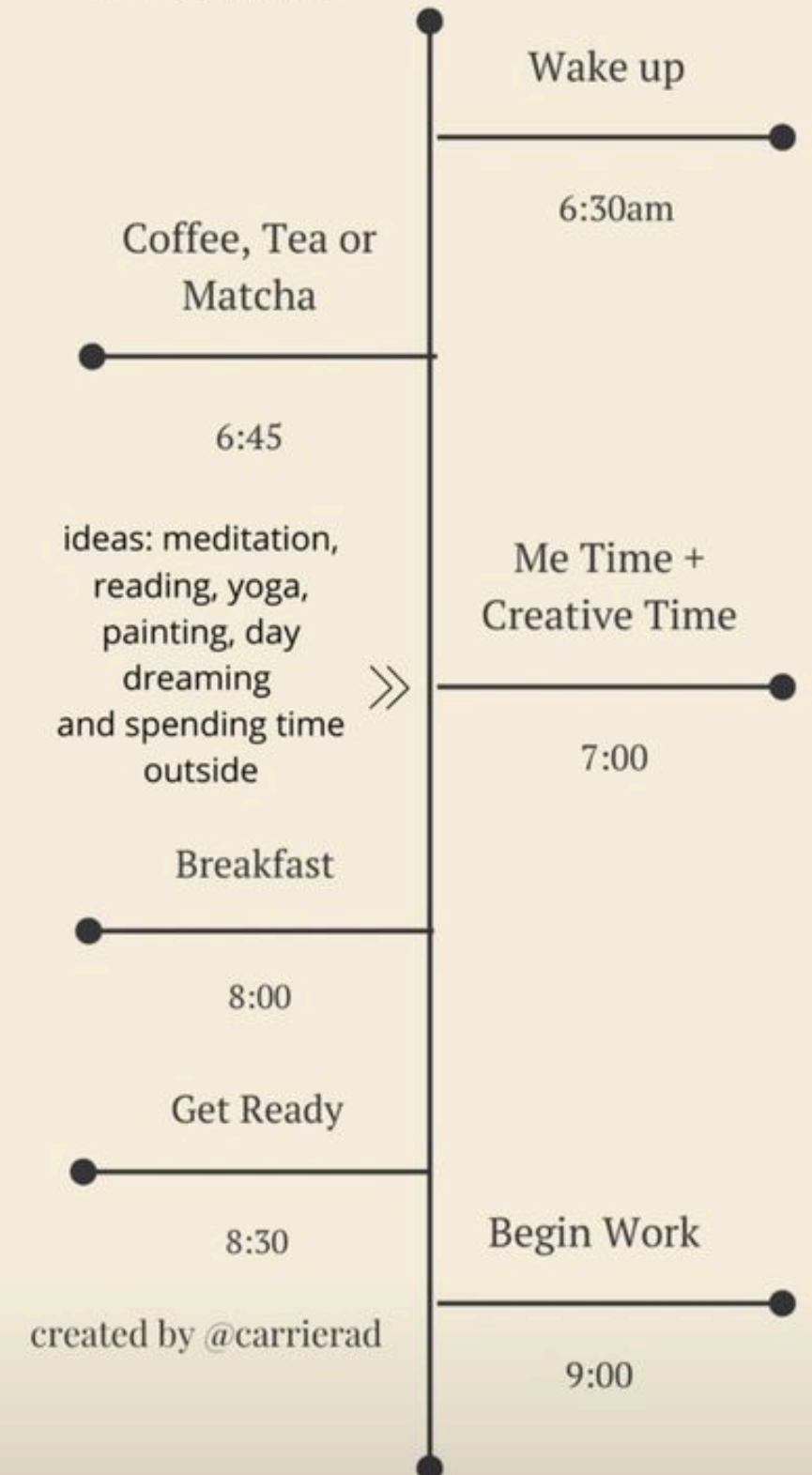
1) Let's start by building out your own personal routine. Write out a list of goals that you want to accomplish or work on this semester. Select one or two of the goals that you'll build a routine around to help you achieve them.

2) Choose a time-based or activity-based routine example from the previous slide, and begin building your own version centered around your specific goals. Additional ideas and inspiration can be found in the next slide.

3) When building your routine, consider:

- What time of day will the activities in your routine take place? Estimate how long each step in your routine will take.
- Where will each activity take place? Be intentional about choosing locations that will support your engagement with the routine. For example, if your routine is focused on studying consistently throughout the semester, making sure that you have a quiet space to go for its duration will be helpful.
- How do the different steps of your routine each help to get you closer to your goals? How do they align with the type of person you would like to be?

MY WEEKDAY MORNING ROUTINE AT HOME



DAILY ROUTINE

EMILY MORANHA

Good Morning

- Wake Up
- Make Bed
- Get Dressed
- Brush Teeth
- Brush & Style Hair
- Put on Makeup
- Take Morning Meds
- Check Schedule
- Make Coffee
- Eat Breakfast

Good Night

- Eat Dinner
- Finish Homework
- Shower
- Brush Teeth
- Take Off Makeup
- Lay Out Clothes
- Pack Lunch
- Check E-Mails and Texts
- Update Schedule
- Take Night Meds
- 15 Minute Clean Up

Weekly

- Deep Clean Bathroom
- Grocery Shopping
- Clear Flat Surfaces
- Laundry
- Vacuum Room
- Empty Trash

Monthly

- Pay Car Payment (\$75)
- Pay Credit Card Bill (\$100)
- Make Monthly Budget
- Donate/Trash 10 Clothing Items
- Vacuum and Clean Car

- No caffeine **past 11 am.**
- Stop eating **at 8 pm.**
- Screens off **at 9 pm.**
- Journal, meditate, **read.**
- Go to bed **at 10 pm.**

JANUARY MORNING ROUTINE

- 8:00 MAKE BED
- 8:10 SKINCARE
- 8:20 VITAMINS
- 8:25 HYDRATE (TEA OR WATER)
- 8:30 JOURNAL
- 8:45 MOVEMENT / STRETCH
- 9:30 START THE DAY

MORNING ROUTINE

06:30 - 09:30

- 06:30 Wake up + Brush teeth
- 06:35 Stretches
- 06:40 Meditation
- 06:45 Yoga / Pilates + Hydrate
- 07:00 Hygiene routine
- 07:15 Big breakfast
- 07:30 Skin care routine (SPF!)
- 07:45 Morning walk
- 09:00 Tidy room / house
- 09:30 Make to do list for the day

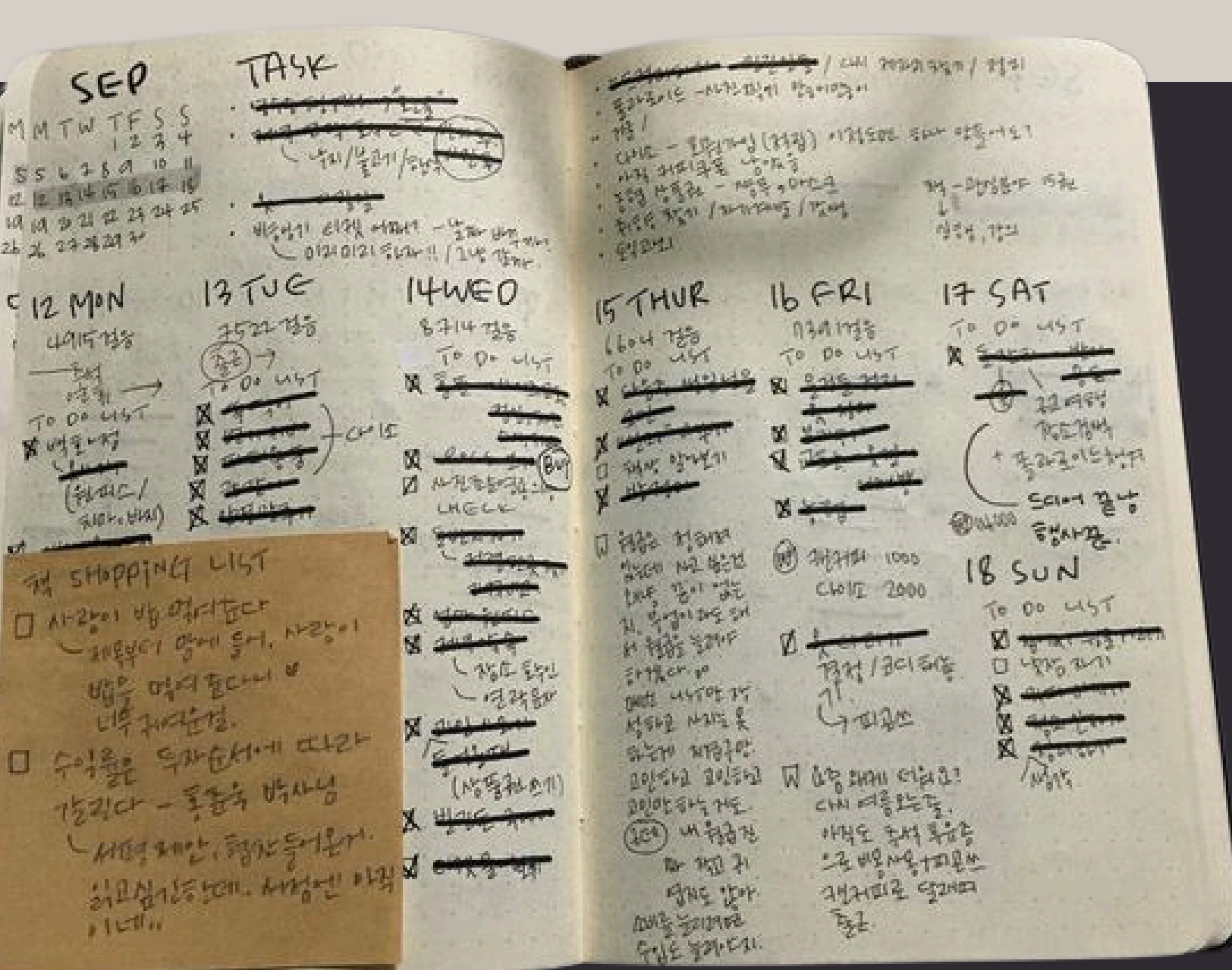
sunday rituals FOR YOUR WEEKLY reset routine

- Meal plan for your week
- Stock up on groceries and healthy snacks
- Clear out and clean the fridge
- Do the laundry
- Change your bedsheets and towels
- Set intentions for the week ahead
- Clean all windows, mirrors, and hard to get to surfaces
- Tidy up your personal spaces
- Wipe down your laptop
- Water your plants
- Dedicate time to financial wellness activities
- Get your desk ready for Monday if you work at home
- Plan out your outfit for the next day (or the whole week if you feel like it)
- Reflect and journal over the past week
- Plan your upcoming week, including weekly goals, intentions, and to-do lists

WEEKLY PLANNING

Along with creating long-term routines for habits you want to consistently be structured in your life, you can use your notebook as a weekly planner to help you manage classes, events, and to-do items that shift from week to week.

Set aside time before the start of each week—or whenever works best for you—to plan the week ahead. Create sections in your notebook for each day, where you can list your classes, events, and any tasks or assignments you aim to complete. As you plan your week, be sure to incorporate the activities from your routines into your schedule.

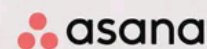


agenda		accomplishments
26 mon	11:45 CG 210 ✓	<input checked="" type="checkbox"/> prep <input checked="" type="checkbox"/> write exam <input checked="" type="checkbox"/> read article <input checked="" type="checkbox"/> start rhet syllabus
27 tues	9:00 huddle ✓ 9:30 Peer observation mtg ✓ 10:00 OH ✓ 11:30 CG 210 ✓ 3:00 MOCK Int. PMAeder ✓	<input checked="" type="checkbox"/> prep meeting materials <input checked="" type="checkbox"/> prep vitruvius lesson plan <input checked="" type="checkbox"/> start grading exams? <input checked="" type="checkbox"/> prep vitruvius ch 1 & post during exam <input checked="" type="checkbox"/> start rhet syllabus
28 wed	10:30 CL 311 ✓ 12:10 Cole ✓	<input checked="" type="checkbox"/> prep Vittr. for observation <input checked="" type="checkbox"/> grade exams (min. 2) 3! <input checked="" type="checkbox"/> grade rough drafts (min 2) NOPE TOO SOON <input checked="" type="checkbox"/> prep Lucian <input checked="" type="checkbox"/> email materials to DEC
29 thur	10:00 OH ✓ 11:30 CG 210 ✓ 1:00 Advising meeting ✓ 4:30 Advising meeting ✓	<input checked="" type="checkbox"/> prep <input type="checkbox"/> prep Manilius for Friday <input type="checkbox"/> grade things <input type="checkbox"/> read vig
30 frid	10:30 CL 311	<input type="checkbox"/> prep <input type="checkbox"/> grade more things!
31 saturday	Hike A's dinner bring gin	<input type="checkbox"/> Read TF <input type="checkbox"/> Read KOK <input type="checkbox"/> Light Prep ~ it's still the weekend!!!
01 sunday	• Extra hour!	

Monday 30 JAN	Tuesday 31 JAN	Wednesday 1 FEB	thursd 2 Fe
TASKS <input checked="" type="checkbox"/> Airplane tix <input checked="" type="checkbox"/> Accom (FL) <input checked="" type="checkbox"/> Email Group 5 <input checked="" type="checkbox"/> Data analyses <input checked="" type="checkbox"/> Interpretation <input checked="" type="checkbox"/> Nesting data <input checked="" type="checkbox"/> analyses. <input checked="" type="checkbox"/> Read Ballard paper <input checked="" type="checkbox"/> Do an exercise w PROC SUMMIX <input checked="" type="checkbox"/> coding audit <input checked="" type="checkbox"/> Check out those who can't teach <input checked="" type="checkbox"/> check out technical papers re: binary choice + MLM. <input checked="" type="checkbox"/> Aquinas (2015) <input checked="" type="checkbox"/> Latham (2007) <input checked="" type="checkbox"/> Hypotheses <input checked="" type="checkbox"/> Lit Review Section <input checked="" type="checkbox"/> Edit PROCEDURES <input checked="" type="checkbox"/> Edit QUANTILES for consistency	TASKS <input checked="" type="checkbox"/> set up mercury for Thurs + Fri after experiment <input checked="" type="checkbox"/> Print instructions sheets <input checked="" type="checkbox"/> Print sign-up sheets <input checked="" type="checkbox"/> Print acknowledg ^m forms. <input checked="" type="checkbox"/> send reminder email to part confirm Sunday lunch with Mem <input checked="" type="checkbox"/> Print & test Shelby's trackers. <input checked="" type="checkbox"/> Record amt of \$1 over 7K. \$38 • green box \$8 • Eng 1 \$14.80 <input checked="" type="checkbox"/> Print form for Security guard <input checked="" type="checkbox"/> Test system. • Note: FS if problem! <input checked="" type="checkbox"/> Exp. sheet <input checked="" type="checkbox"/> send voice to ET <input checked="" type="checkbox"/> Print guide	TASKS <input checked="" type="checkbox"/> Remove all resp for P1 <input checked="" type="checkbox"/> Remove all resp for P2 <input checked="" type="checkbox"/> Set Mercury for Friday <input checked="" type="checkbox"/> Check map P2 <input checked="" type="checkbox"/> Reply S's email <input checked="" type="checkbox"/> Return YK \$200.80 <input checked="" type="checkbox"/> Reply EA. <input checked="" type="checkbox"/> arrange max # to 210 instead. <input checked="" type="checkbox"/> Update finances for January. <input checked="" type="checkbox"/> Buy S's cookie price • YK owe me \$1800	TASKS <input checked="" type="checkbox"/> Read UT <input checked="" type="checkbox"/> Bring low data book <input checked="" type="checkbox"/> Airplane <input checked="" type="checkbox"/> Hotel A <input checked="" type="checkbox"/> Email P <input checked="" type="checkbox"/> Print C <input checked="" type="checkbox"/> Memo 2486 <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Set u paid <input checked="" type="checkbox"/> em for
Events • Holiday in lieu	Events • BSI (10am) • Experiment (3.45pm) • Collect laptops (930) • Meet Jen (5pm)	Events • Meet JT	Events • (in lieu)
Meals (L): Tilapia with orange slices & tilapia with avocado, salad of tomato & cucumber, blueberry (D): Sausage (pork + egg). Broccoli + carrot. (Cheng Teng - dessert)	Meals (D) Sausage + carrot + chicken + pork + meat soup (also baked apple cake & meatloaf)	Meals (D) ginger chicken + sweet peas	Meals

GETTING THE TO-DO DONE

The Eisenhower Matrix



It's easy to write a to-do list out; the real trick is to actually tackle those tasks. It can be intimidating and hard to know where to begin with big projects, or even smaller tasks that aren't well-defined. Here are a few different methods that you can try to make your figurative Mount Everest a little more approachable.

1) Map it out with the Eisenhower Matrix

Prioritize tasks based on urgency and importance. Consider what tasks must be completed immediately, which tasks can be done later, which tasks can be delegated, and what distractions should be removed to help you focus.

2) Consider doing the longest/hardest tasks first

Identify the most challenging or time-consuming items on your to do list and get them out of the way first, or schedule an extended time to focus on them when you know you'll be at your peak energy. If you struggle with procrastination, this method may be particularly beneficial.

3) Break tasks down into smaller parts

Dividing projects, papers, homework, and other tasks into smaller steps that you can take action on can make them less overwhelming and easier to accomplish. What are all of the individual elements that need to come together to complete your project?

For example, instead of your to-do list saying “Write 8-page paper,” it might have a list of smaller steps to take that will build towards the final paper, including selecting a paper topic, researching the topic in specific course materials, outlining the paper, and writing each section of the paper. List each action with clear details to avoid ambiguity.

4) Create a timeline for tasks

Develop a visual timeline to organize when you need to complete each task. For larger projects and assignments, you might work backwards from the due date to determine what needs to be done at different points in order to have a final, polished product.

A NOTE ON PROCRASTINATION



Yes, we're going to talk about it: procrastination. Watch this video to learn more about the science behind procrastination and strategies on breaking the cycle.

APPLICATION

Think of a project or assignment you need to finish this semester. Select one or a combination of the methods discussed to help you create a detailed plan to complete it. Consider making a routine or adding tasks into your weekly planner.

REFLECT & REASSESS

As with all things, you won't be perfect at this when you first begin. It takes experimentation to find what works best for you, and practice to really implement these habits into your days.

After trying a new time management practice for a couple weeks or months, take the time to assess if it was beneficial to you. Did you feel less stressed? Did you complete the items you set out to? Were you able to keep consistent routines in place through different classes, events, and obligations? What would you change?

