



# Manage Yourself, Maximize Your Time

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# Today we will....

- ▶ Reflect on how we can manage ourselves to gain more control of our time
- ▶ Review time management strategies
- ▶ Discuss Priorities
- ▶ Review Goal Setting
- ▶ Consider Ways to Address Procrastination





# Self Management is Time Management

Let's discuss...

**If you could change 1 thing  
about how you're spending your  
time, what would it be?**

- ▶ Continuous process
  - ▶ **Planning, monitoring, reflecting**
  - ▶ Leads to feedback on your perceived control of time.
- ▶ Changes and evolves over time







# PLANNING

Let's take a closer look...

# Planning

- ▶ Planning – setting aside time to create a **written and realistic** roadmap of all the things you must complete while anticipating barriers and creating a system of reminders ahead of time.



# Steps to Planning: Prioritizing

Identify high priority areas of focus or study to spend your time on.

- ▶ What is most important and plan out a schedule based on priorities.

## Try Covey's Matrix

- The 4 quadrants each represent how time is divided according to importance and urgency.
- The key is to spend most of your time in quadrant 2

	Urgent	Not Urgent
Important	<div>Quadrant I</div> <ul style="list-style-type: none"><li>• Crises</li><li>• Pressing problems</li><li>• Deadline-driven projects, meetings, reports</li></ul> <div>Necessity (Consequences)</div>	<div>Quadrant II</div> <ul style="list-style-type: none"><li>• Planning</li><li>• Prevention</li><li>• Values clarification</li><li>• Relationship building</li></ul> <div>Leadership/Quality</div>
Not Important	<div>Quadrant III</div> <ul style="list-style-type: none"><li>• Interruptions</li><li>• Unnecessary reports</li><li>• Some phone meetings, calls, mail, and e-mail</li><li>• Other people's minor issues</li></ul> <div>Deception</div>	<div>Quadrant IV</div> <ul style="list-style-type: none"><li>• Trivia, busywork</li><li>• Irrelevant calls/email</li><li>• Time-wasters</li><li>• "Escape" activities</li></ul> <div>Waste</div>

\*Taken from: Stephen Covey's First Things First: To Live, to Love, to Learn, to Leave a Legacy, 1994



# Covey's Matrix Poll

- ▶ Calling family or friends weekly

	Urgent	Not Urgent
Important	<div>Quadrant I</div> <ul style="list-style-type: none"><li>• Crises</li><li>• Pressing problems</li><li>• Deadline-driven projects, meetings, reports</li></ul> <div>Necessity (Consequences)</div>	<div>Quadrant II</div> <ul style="list-style-type: none"><li>• Planning</li><li>• Prevention</li><li>• Values clarification</li><li>• Relationship building</li></ul> <div>Leadership/Quality</div>
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# Covey's Matrix Poll

- ▶ Finishing an essay due tonight

	Urgent	Not Urgent
Important	<p>Quadrant I</p> <ul style="list-style-type: none"><li>• Crises</li><li>• Pressing problems</li><li>• Deadline-driven projects, meetings, reports</li></ul> <p>Necessity (Consequences)</p>	<p>Quadrant II</p> <ul style="list-style-type: none"><li>• Planning</li><li>• Prevention</li><li>• Values clarification</li><li>• Relationship building</li></ul> <p>Leadership/Quality</p>
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# Covey's Matrix Poll

- ▶ Getting chores done (laundry, dishes, etc)

	Urgent	Not Urgent
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# Covey's Matrix Poll

## ▶ Watching TikTok/Instagram stories

	Urgent	Not Urgent
Important	<b>Quadrant I</b> <ul style="list-style-type: none"><li>• Crises</li><li>• Pressing problems</li><li>• Deadline-driven projects, meetings, reports</li></ul> <b>Necessity (Consequences)</b>	<b>Quadrant II</b> <ul style="list-style-type: none"><li>• Planning</li><li>• Prevention</li><li>• Values clarification</li><li>• Relationship building</li></ul> <b>Leadership/Quality</b>
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# The Ivy Lee Method

- ▶ Each day write down **SIX** tasks in order of their importance.
- ▶ Work on one task at a time until complete, then move down the list.
- ▶ The ones that are not completed move to the top of your list tomorrow.

Let's try it!

- 1 Complete essay for theatre appreciation class
- 2 Create 25 notecards to prep for macroeconomics final
- 3 Take 30 minutes to meditate
- 4 Finish and submit calculus homework set
- 5 Prepare for interview for the org. leadership position
- 6 Cook and eat a healthy dinner



# Organize Your Time

Find the tools that work for you and use them consistently.

## What tools work best for you?

- ▶ Planner/ organizer
- ▶ Notebook
- ▶ White board
- ▶ Desk/ wall calendar
- ▶ Digital calendar
- ▶ Phone Apps

### FREE Time Management Apps

30 Min Goal Planner	Goal setting & monitoring
Any.Do	Task management/ To do list
Evernote	Notetaking
MyLifeOrganized	Task management
Priority Matrix	Prioritization
Productive	To do list/ Goal setting
Remember the Milk	To do list
Strides	Goal tracker
Done	Goal setting & tracking
Habitica	Goal tracker
HabitHub	Scheduling/ Reminders
Sessions	Activity timer
RescueTime	Time use tracker
Wunderlist	To do list

# Steps to Planning: Goal-Setting

Create **SMART** long- and short-term goals based on priorities: specific, manageable (but challenging) goals

**S = specific** – who, what, where, when, how?

**M = measurable** – can the goal be measured?

**A = attainable** – are you capable of this?

**R = relevant** – is this important to you?

**T = time-bound** – how much AND for how long?

## Long Term Goals

Helps identify overarching priority and see the big picture.

Tools: Calendar with monthly views.

## Short Term Goals

Focus on daily or weekly accomplishments. Creating momentum towards long term goal.

Tools: Weekly schedules, daily to-do lists, daily tracking apps.

# Long Term Goal

**“I will graduate with a 3.8 GPA in May 2024 with a masters in animal science from UF.”**

**What makes this SMART?**

▶ **Specific, Measurable, Attainable, Relevant, Time-bound**

# Short Term Goal

**“I will complete a study outline for my art appreciation paper by Wednesday at noon.”**

**What makes this SMART?**

▶ **Specific, Measurable, Attainable, Relevant, Time-bound**



# SMART Goals

Let's practice setting goals using the  
SMART acronym.

Can be related to anything you want to find focus  
in.



# Tips for Planning

Overestimate  
the time to  
complete  
tasks

Give yourself  
flexibility



Know how  
long certain  
tasks take

Keep in mind  
when planning



Plan around  
your energy  
levels

Early riser, night  
owl



Practice  
backwards  
planning

Form your deadline and  
schedule time  
backwards from there.



Create a  
consistent  
routine

Add to your  
schedule



Anticipate  
barriers

If X, then I will do  
Y, to achieve Z.



Use your  
resources

Professors/ TA,  
Campus resources



# Review Time Management

- ▶ Reflect
  - ▶ Are you meeting goals?
  - ▶ Are the time management strategies working?
  - ▶ Do you feel in control of your time?



# Stress and Time Management

- ▶ Managing time can positively impact your stress
  - ▶ Reduce pressure of cramming
  - ▶ Priorities outlined
  - ▶ Live a balanced life allowing for self –care

**Stress is consistently reported by students as a top factor affecting their academic performance.**  
**- NCHA III Spring 2022 -**

“To voluntarily delay an intended course of action despite expecting to be worse off for the delay.” (Steel, 2007)

► Why do we procrastinate?

Motivation level / task aversion

Task competence / self-confidence around task

Stress/ anxiety levels

Unrealistic perception of time

Lack of organization

Distractions

Lack of Focus

Established habit of procrastinating



Increased self-awareness about time usage  
can decrease procrastination and improve  
your time management!



# Procrastination Strategies

## Task segmentation

Break tasks into smaller manageable ones



## Eat that Frog

Least favorite task first



## Pomodoro Technique

3 rounds 25/5  
1 round 25/30; repeat



## Create routines



## System of reminders



## Environmental motivators and positivity

Remember benefits of the goal



## Self reward for achieving goals.

Treat yo' self



## Task Fusing

Something you enjoy + something you do not enjoy



## Set realistic short-term goals for day or task

Set realistic expectations



## Take Breaks

Mental stretch breaks



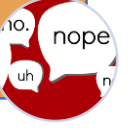
## Minimize time wasters and distractions

Organize spaces for productivity



## Learn to say NO

Prioritize and do not overload yourself





# DISCUSSION

## Addressing Procrastination

1. Share what you've noticed influences your procrastination.
2. Share a strategy that works for you to overcome procrastination OR a strategy you would like to try to address procrastination.

# Time Management Resources

- ▶ **GatorWell Health Promotion Services**
  - ▶ Online time management toolkit
  - ▶ Wellness Coaching for Academic Success
- ▶ **Counseling and Wellness Center:**
  - ▶ Individual and group counseling
  - ▶ Workshops
  - ▶ Skill development
- ▶ **Disability Resource Center**
  - ▶ In and out of class resources and accommodations to ensure equitable learning.
- ▶ **Use Social Support:**
  - ▶ Join study groups or find a study partner
  - ▶ Attend office hours or schedule time to meet with TA/professors
  - ▶ It's okay to ask for help!
- ▶ **UF Writing Program**
  - ▶ Online tools for study, test taking, and time management strategies.
- ▶ **UF Teaching Center at Broward**
  - ▶ Free tutoring
  - ▶ Online time management Strategies
  - ▶ Test Prep and Test Taking Strategies

# Be Well. Do Well. GatorWell.

- Free Health Promotion Services:
  - Wellness Coaching for Academic Success
  - HIV Testing
  - Consultations:
    - Stress Management/Mindfulness
    - Sleep Skills
    - Sexual Health
- Straightforward health information and resources
- Convenient locations:
  - Main Office: Reitz Union, Level 1
  - Jennings and Springs
  - Health Hut







## Final Question:

What will you do in the next 2 weeks to improve your time management?

GatorWell Website: <http://gatorwell.ufsa.ufl.edu/>

Follow us on Social Media @UFGatorWell!





Please fill out this  
QUICK survey!

<https://bit.ly/GWTime22>

Your feedback is very  
appreciated 😊

If you complete the evaluation  
before 9/30/22 you can get a sticky note  
book from the main GatorWell office!

GatorWell Website: <http://gatorwell.ufsa.ufl.edu/>  
Find us on Social Media @UFGatorWell!