



# TIME MANAGEMENT

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# Overview

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1. Understanding Your Roles
2. Goal Setting & Development
3. Planning by Term & Week
4. Barriers & Challenges



***How is being a  
graduate student  
different from being an  
undergraduate  
student?***



Personal Time

Thesis Research

Thesis writing and revising

Bursary Applications

Social Life

Grant Applications

Family Life

RA duties

Volunteering

TA duties

I CAN DO IT ALL!!!

Budgeting

Adequate Sleep

Physical Activity

Studying and course work



- Unclear expectations
- Not feeling in control
- Lack of structure
- Homesickness
- Language
- Lack of accountability
- Managing large projects
- Managing non-academic demands



# Understanding the Roles

Time management

Reading proficiency

Oral communication

Written communication

Critical thinking

Research abilities

Research management

Analytical thinking

Networking

Resilience

Presentation skills

Interpersonal skills

Creative thinking

Integrity and ethical conduct

Teaching competence

Leadership



# Understanding Your Skills

## Academic skills

Which academic skills are you confident with?

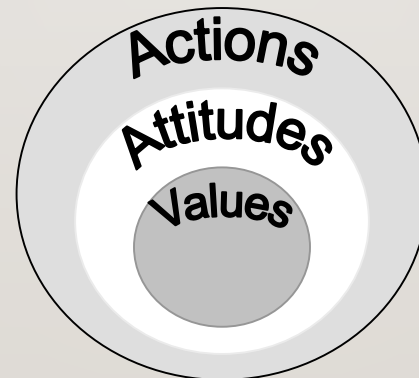
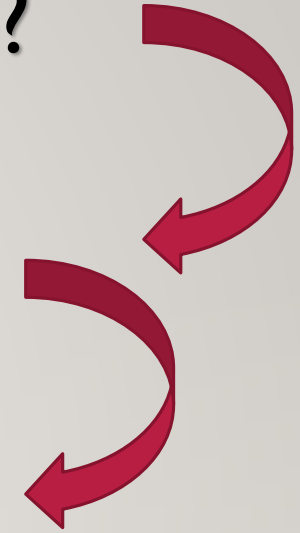
Which skills do you want to develop to do great graduate work?

- Develop your writing
- Develop presentation skills
- Learn new programming languages
- Learn how to work with new software development tools
- Read/review papers

Values = What is important in my life?

Attitudes = Your thought process

Actions = What we actually do





List a value that is important to you

List 3 actions you will take to support this value

## Creating Balance in your Values

... to help you to attain your goals.

Write down one of the top values you identified and then list three actions that you will take to support that value.

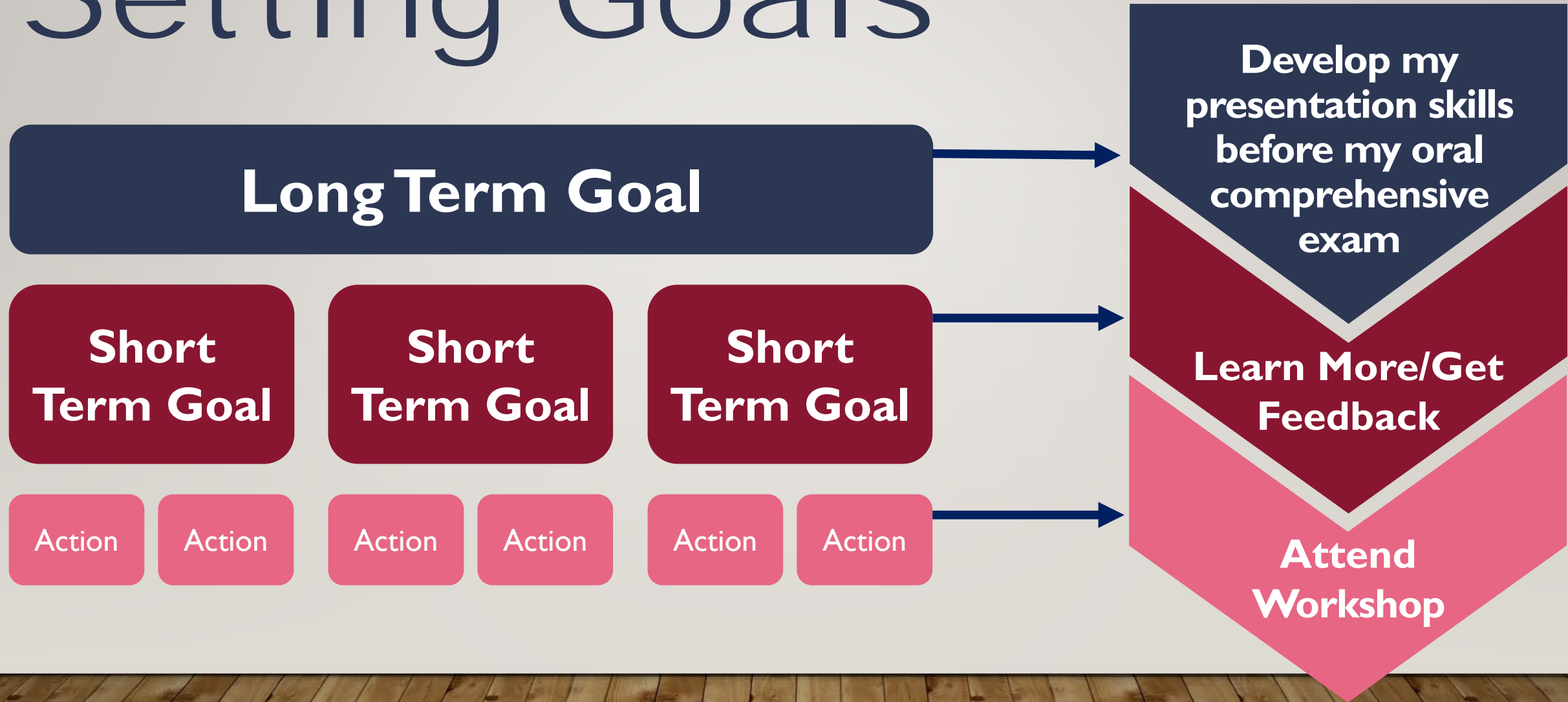
Value:	• Action:
Value:	• Action:
Value:	• Action:

Identifying, and balancing your most important values is a useful starting point for setting meaningful goals.

**Tip 1:** Review your values periodically, especially as your life circumstances change.

**Tip 2:** To see how your current actions support your goals, complete the next assignments in this module.

# Setting Goals





# Setting Goals

## Writing a Conference Paper

**Select a topic**

Literature review

Choose a problem

Write problem statement

**Write introduction**

Write motivating example

Summary of literature review

**Develop theories**

Meet with experts

Continue research

**Design empirical evaluation**

Create empirical questions

Qualitative and quantitative analysis

**Write first draft**

Edit for clarity

Edit for spelling and grammar

Make a Writing Centre appoint.

# Setting Goals

## Writing a Thesis

**Select a topic**

Literature review

Choose a problem

Write problem statement

**Find sources**

Take notes

Create bibliography

**Develop theories**

Meet with supervisor

**Write first draft**

Write introduction

Write body

Write abstract / next steps

**Revise / edit draft**

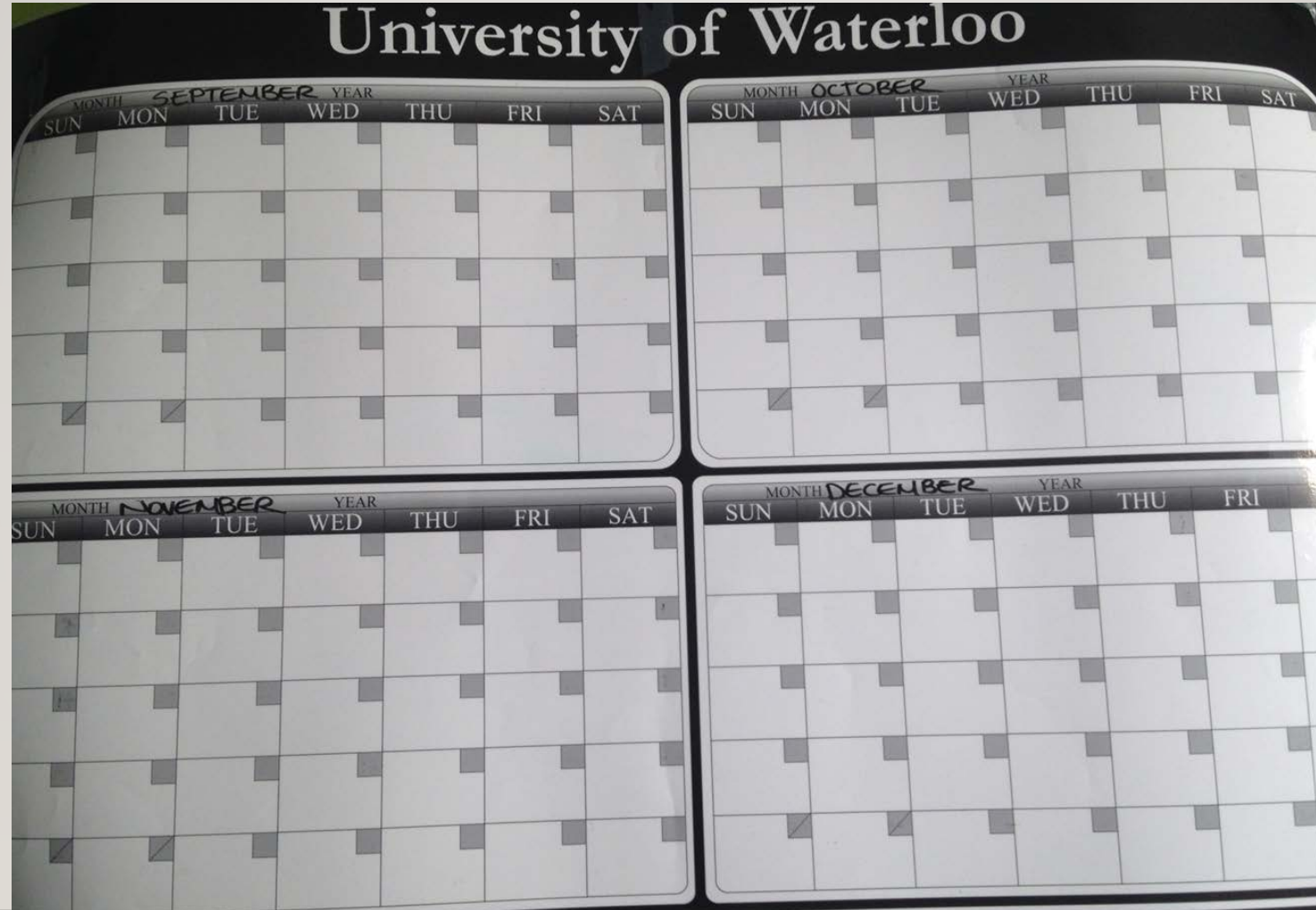
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# Creating a Term Plan



# Creating a Term Plan

**Course Projects** • Use your syllabi to identify major assignments and tests

**Research Milestones** • What milestones have you and your supervisor set?

**Program Milestones** • What milestones do you need to meet for your program?

**Personal Goals** • What long term, short term and action goals have you set?

**Journal Submissions and Conferences** • Identify and mark in the important dates and deadlines

**T.A. work** • Identify “marking” deadlines



# Understanding Your Week

## Schedule in Fixed Blocks of Time

- Sleeping, lectures, labs, regular meetings, work/volunteering, office hours, travel time

## Schedule in Study Time

- Review and prepare for class (*readings, review past notes, practice*)
- Study & practice – (*2:1 ratio*)
- Regular Assignments
- Buffer time

## Schedule in Personal Time

- Meals, cleaning, groceries, family, extracurricular, social time, down time



# Monitoring

**Monitor your plan and your goals to better understand yourself**

- **Keeps you on track towards deadlines**
- **Help to estimate the time needed for future tasks**
- **Decide if you have the time to accept/decline new opportunities**



# Monitoring

## **MONITOR:**

Track your time, how much time are you spending on task, procrastinating, distracted?

## **EVALUATE:**

What are you doing now? How is it working?

What is not working and what is working well? Why might this be?

Are you noticing any patterns?

## **ADJUST/PLAN:**

Plan time to update your weekly schedule for the following week.

What has happened in the past with different methods?

What new strategies can you try?



# Monitoring Your Time

Monitoring my time and accomplishments					
Start time	End time	Time used	Description of activity	How well did I use my time? 1=poor 5=great	Analysis: why did I rate the task this way? (e.g. time was well-spent/wasted; I accomplished/didn't accomplish my goal)

Adapted from: Learning Strategies, Student Academic Success Services, Queen's University, Kingston, ON <http://sass.queensu.ca/learningstrategies>

# Barriers & Challenges

TIME MANAGEMENT



1. Burnout
2. Procrastination
3. Prioritizing
4. Imposter Syndrome
5. Perfectionism

# Burnout

## Productivity



*We all need to take breaks, but, it's how and when we take these breaks that matters...*

**Strategy → Work Smarter,  
Not Harder**

Plan **'chunked'** work & rewards



# Procrastination



## Strategy → Break it Down

Large projects become more manageable

## Strategy → Time & Space

Pay attention to when & where you work best

## Strategy → Efficient Procrastination

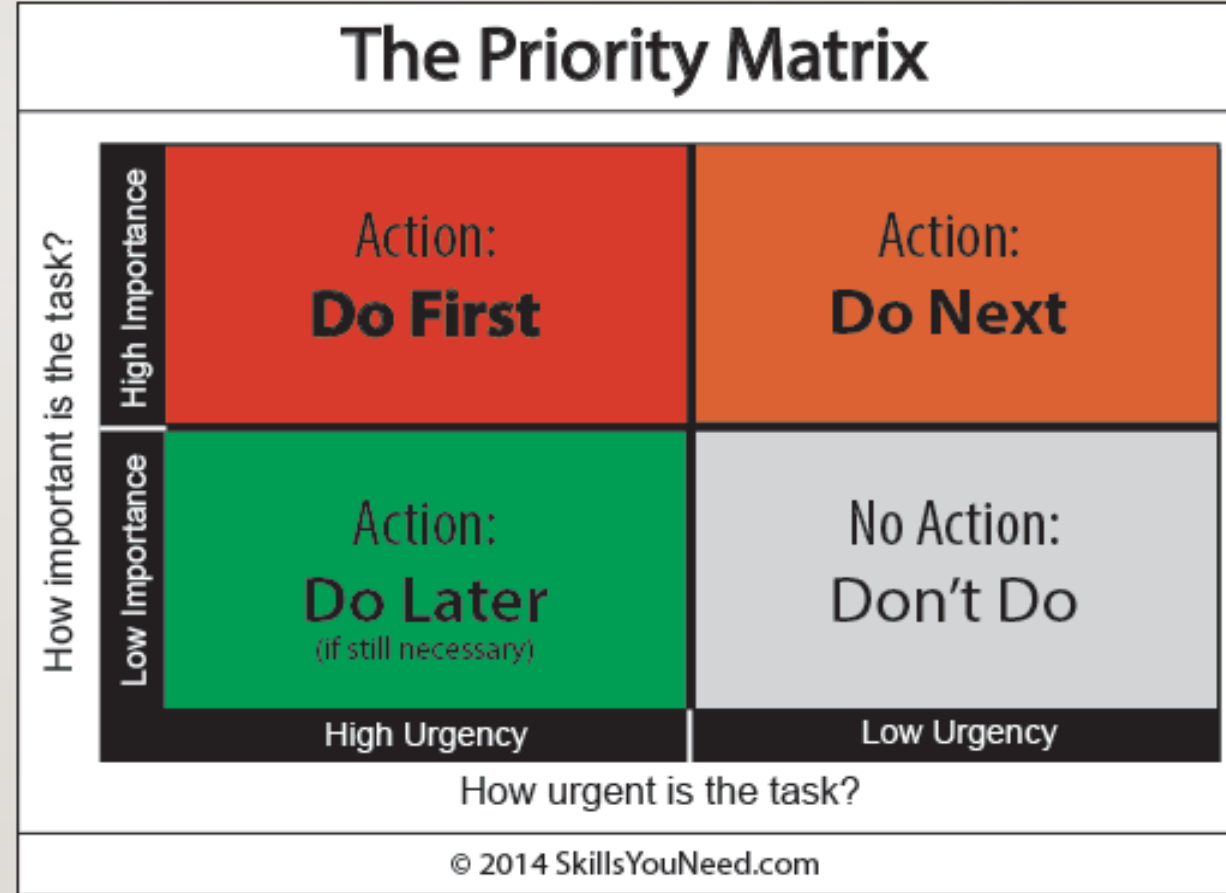
Plan 'chunked' work times and rewards

# Prioritizing

Lack of structure and managing many large projects at once may lead to confusion or working on tasks that are desirable vs. tasks that are more urgent.

## Strategy → Prioritize

- Helps with Decision Making
- **Saying 'NO'**
- Do you have the time to take on a new project/assignment?



# Imposter Syndrome



**Do you find yourself doubting your abilities and/or knowledge and find yourself constantly trying to fill this void with new skills or knowledge?**

**Strategy → Be Self-Aware**

**Don't waste time trying to fill skills or knowledge gaps that don't exist**



# Perfectionism



**Do you find yourself spending an excessive amount of time on details that may have only a minor (or no) direct impact your end goal?**

**Strategy → Be Mindful**

*Ask yourself.... Is what I am doing right now essential to achieving my goals?  
Or is it wasted time?*



QUESTIONS?