TIME MANAGEMENT
Overview

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?
I CAN DO IT ALL!!!
- Unclear expectations
- Not feeling in control
- Lack of structure
- Homesickness
- Language
- Lack of accountability
- Managing large projects
- Managing non-academic demands
### Understanding the Roles

**Teaching Assistant**
- Time management
- Reading proficiency
- Oral communication
- Written communication
- Critical thinking
- Research abilities
- Research management
- Analytical thinking

**Instructional Assistant**
- 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
Setting Goals

Long Term Goal

- Short Term Goal
  - Action
  - Action

- Short Term Goal
  - Action
  - Action

- Short Term Goal
  - Action
  - Action

Learn More/Get Feedback

Attend Workshop

Develop my presentation skills before my oral comprehensive exam
## Setting Goals

### Writing a Conference Paper

<table>
<thead>
<tr>
<th>Select a topic</th>
<th>Write introduction</th>
<th>Develop theories</th>
<th>Design empirical evaluation</th>
<th>Write first draft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature review</td>
<td>Write motivating example</td>
<td>Meet with experts</td>
<td>Create empirical questions</td>
<td>Edit for clarity</td>
</tr>
<tr>
<td>Choose a problem</td>
<td>Summary of literature review</td>
<td>Continue research</td>
<td>Qualitative and quantitative analysis</td>
<td>Edit for spelling and grammar</td>
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<tr>
<td>Write problem statement</td>
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<td></td>
<td>Make a Writing Centre appoint.</td>
</tr>
</tbody>
</table>
# Setting Goals

## Writing a Thesis

<table>
<thead>
<tr>
<th>Select a topic</th>
<th>Find sources</th>
<th>Develop theories</th>
<th>Write first draft</th>
<th>Revise / edit draft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature review</td>
<td>Take notes</td>
<td>Meet with supervisor</td>
<td>Write introduction</td>
<td>Edit for clarity</td>
</tr>
<tr>
<td>Choose a problem</td>
<td>Create bibliography</td>
<td></td>
<td>Write body</td>
<td>Edit for spelling and grammar</td>
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<tr>
<td>Write problem statement</td>
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<td></td>
<td>Write abstract / next steps</td>
<td>Make a Writing Centre appoint.</td>
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</table>
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

<table>
<thead>
<tr>
<th>Start time</th>
<th>End time</th>
<th>Time used</th>
<th>Description of activity</th>
<th>How well did I use my time? (1=poor, 5=great)</th>
<th>Analysis: why did I rate the task this way? (e.g. time was well-spent/wasted; I accomplished/didn’t accomplish my goal)</th>
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Adapted from: Learning Strategies, Student Academic Success Services, Queen’s University, Kingston, ON http://sass.queensu.ca/learningstrategies
Barriers & Challenges

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

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**The Priority Matrix**

<table>
<thead>
<tr>
<th>Importance</th>
<th>Urgency</th>
<th>Action</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>High</td>
<td>Do First</td>
<td>Do Next</td>
</tr>
<tr>
<td>Low</td>
<td>High</td>
<td>Do Later (if still necessary)</td>
<td>Do Later (if still necessary)</td>
</tr>
<tr>
<td>Low</td>
<td>Low</td>
<td>No Action: Don’t Do</td>
<td>No Action: Don’t Do</td>
</tr>
</tbody>
</table>

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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?