

Time Management

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What is Time Management?

- **Can be broken down into three parts**
 - Figuring out what you need to do
 - Finding the time to do it
 - Utilizing that time effectively

What Makes Time Management Hard?

What are some of the challenges you've faced when it comes to managing your time?

- Low motivation
- Procrastination
- Disorganization
- Multitasking
- Overcommitment
- Difficulty prioritizing
- Perfectionism



The Good News...

These challenges can be addressed!

We will look at some methods you can use to address each of the three components of time management



Figuring Out What You Need to Do

- One of the simplest approaches is to develop a to-do list

To Do:

- Respond to emails from over the weekend
- Send out weekly building newsletter (every Tuesday)
- Approve October program spending requests
- Finalize RA staff meeting agenda
- Respond to call from parent

To-Do List cot'd

- To-Do Lists can easily become overwhelming, especially if you don't establish a clear criteria for what should be included
- It can be hard to know what to complete first
- To address these concerns, it is helpful to be more intentional about what to include on your list.
- Tools like the **Urgent-Important (Eisenhower) Matrix** can help you determine what tasks to prioritize

The Urgent-Important Matrix

Begin by creating the matrix below

	Urgent	Not Urgent
Important		
Not Important		

The Urgent-Important Matrix

	Urgent	Not Urgent
Important	<p>Do tasks that are Urgent and Important</p> <p>Example: Responding to a student emergency</p>	
Not Important	<p>Delegate tasks that are Urgent and Not Important</p> <p>Example: Answering a generic email not addressed to you</p>	

The Urgent-Important Matrix

	Urgent	Not Urgent
Important		<p>Schedule tasks that are Not Urgent and Important</p> <p>Example: Returning a missed phone call</p>
Not Important		<p>Eliminate tasks that are Not Urgent and Not Important</p> <p>Example: Purchasing more decorations for my office</p>

The Urgent-Important Matrix

	Urgent	Not Urgent
Important	<p>Do tasks that are Urgent and Important</p> <p>Example: Responding to a student emergency</p>	<p>Schedule tasks that are Not Urgent and Important</p> <p>Example: Returning a missed phone call</p>
Not Important	<p>Delegate tasks that are Urgent and Not Important</p> <p>Example: Creating a building-wide newsletter</p>	<p>Eliminate tasks that are Not Urgent and Not Important</p> <p>Example: Purchasing more decorations for my office</p>

Activity: Creating Your Matrix

- Write out a to-do list for the next week (try to include 5-7 items)
- Mark any Urgent tasks with a “U”
- Mark any Important tasks with an “I”
 - Tasks can have one, both, or none of these markings
- Insert each task into its corresponding quadrant
- Cross out the tasks that should be **eliminated** from the to-do list.
- Write down the names of people who can help you with the tasks you need to **delegate**
 - This is especially important in the context of running a student organization

Finding Time to Do It

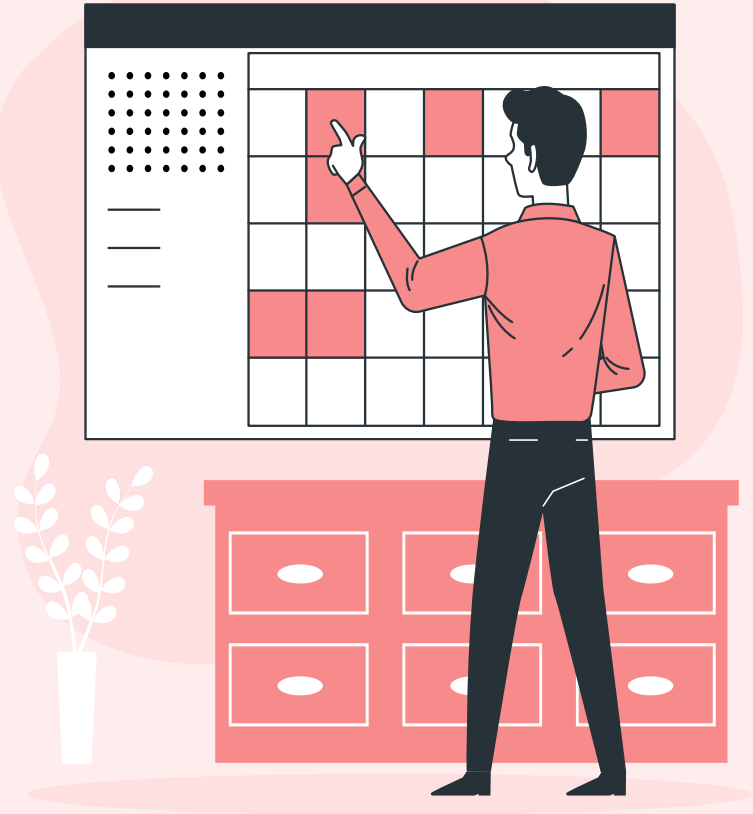
- Now you know what you need to get done. But finding the time to actually complete these tasks is another story
- **Method: Time Blocking**
 - Involves creating blocks of time in your days to focus on specific tasks
 - You can block your time to different extremes. You can block every hour of every day or you can focus on blocking larger tasks and leave yourself more flexibility
- Before you Block out your time, you may want to spend a week **Tracking Your Time**
 - Every time you begin a new task log how long it took you and when you did it. This can help you better understand how you are actually using your time
 - There are also apps that will track how you spend your time on your computer and phone

Using Your Time Effectively

- The amount of **time** and **energy** you have throughout the day is limited, so it is important to be intentional about how you spend both of these valuable resources
- Here are some methods that can help with maximizing your time:
 - **The 8-8-8 Rule:** Use 8 hours for sleeping, 8 hours for working, and 8 hours for leisure each day
 - **Do your work based on your energy levels:** Schedule the most important tasks you have during the times you have the most energy. Schedule easier things for when you have less energy
 - **Batching:** Group tasks that are similar and complete them together
 - **Set Boundaries:** Develop an understanding of what you *don't* want to dedicate your time to. For example, I don't schedule meetings before 9 am.
 - **Avoid Cramming:** Generally speaking, it is more helpful to complete long term tasks over an extended period of time, rather than all at once
 - **Pomodoro Technique:** If you have a long block of time scheduled, work in 25 minute chunks and take a break every 5 minutes. After 4 chunks of time, take a longer 15 minute break. Repeat this until your scheduled time is up.

Activity: Putting it Together

We'll close out by practicing some of these approaches and blocking out a schedule for your upcoming week



Step 1: Add the Necessities

- Add commitments and events with specific times
 - This is the “skeleton” of your calendar
- **Example:**
 - **Monday, 9 am:** meeting with my supervisor
 - **Wednesday, 11 am:** meeting with my RA
 - **Wednesday, 4 pm:** RA Staff meeting
 - **Thursday, 1 pm:** Res Life staff meeting

Time (Hours)	Mon	Tue	Wed	Thur	Fri
9 am	Meeting w/ Supervisor				
10 am					
11 am			Meeting w/ RA		
12 pm					
1 pm				Staff meeting	
2 pm				Staff meeting	
3 pm					
4 pm			RA Staff Meeting		

Step 2: Time Blocking

- Review your Urgent-Important Matrix
- Assign blocks of time for completing the tasks listed under the “Do”, and “Schedule” sections
 - Try your best to estimate how long each task will take (in my example each task will take 1 hour). This can be hard at first!
 - Prioritize tasks based on what’s most important and your personal preferences
- Don’t forget the 8-8-8 rule!

Time (Hours)	Mon	Tue	Wed	Thur	Fri
9 am	Meeting w/ Supervisor		Finalize RA staff meeting agenda		Approve October program spending requests
10 am	Respond to call from parent				
11 am			Meeting w/ RA		
12 pm					
1 pm		Send out weekly building newsletter		Staff meeting	
2 pm	Respond to emails from over the weekend			Staff meeting	
3 pm					
4 pm			RA Staff Meeting		

Step 3: Make Some Executive Decisions

- You may find that some tasks simply don't fit into your schedule. You'll need to decide what to do with these
- Ask yourself these questions:
 - Can I delegate this to someone else?
 - Can I compromise?
 - Can I renegotiate this deadline?
 - Can I let this task go?



Remember: Teamwork makes the dream work!

Step 4: Commit to the Plan!

- Life happens, and sometimes you may need to readjust. Generally speaking, try your best to commit to the deadlines you've given yourself!
- Establish a habit of taking time to intentionally schedule out your week.



Example: Final Schedule

Time (Hours)	Mon	Tue	Wed	Thur	Fri	Sat
9 am	Meeting w/ Supervisor		Finalize RA staff meeting agenda		Approve October program spending requests	
10 am	Respond to call from parent					
11 am			Meeting w/ RA			
12 pm	Lunch with friends	Lunch with friends	Lunch with friends	Lunch with friends	Lunch with friends	
1 pm		Send out weekly building newsletter		Staff meeting		Watch OSU Football game!
2 pm	Respond to emails from over the weekend			Staff meeting		
3 pm						
4 pm			RA Staff Meeting			

Food for Thought

- If you consistently have more items on your to-do list than time to do them, re-evaluate your commitments. What can you let go of?
 - Overcommitment can lead to burnout!
- Schedule time in your week for breaks and fun! Self-care is also an important priority.
- Remember that this is just *one* method of time management. Experiment and see what works!

Resources

- Office of Academic Support
- Student Success Center
- Office of Disability Services



To Do:



To Do:



A 2x2 matrix with a large red circle in the background and hand-drawn red annotations. The matrix is divided into four quadrants by a vertical line and a horizontal line. The top-left quadrant is labeled 'Urgent' and 'Important'. The top-right quadrant is labeled 'Not Urgent' and 'Important'. The bottom-left quadrant is labeled 'Urgent' and 'Not Important'. The bottom-right quadrant is labeled 'Not Urgent' and 'Not Important'. The background features a large, semi-transparent red circle. Hand-drawn red annotations include a triangle in the top-left, a triangle in the top-right, a triangle in the middle-left, a curved line in the middle-right, and several lines and dashes in the bottom-left and bottom-right corners.

	Urgent	Not Urgent
Important		
Not Important		

Time (Hours)	Mon	Tue	Wed	Thur	Fri	Sat	Sun
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							

