Time Management and Organisation

CORE PURPOSE

Creating the correct Environment:

USE US!

Strategy + Work Ethic

Not Easy but will be worth it

6 Steps to Effective Time Management

1:   Make a Plan

2:   Draft To-do list

3:   Optimise To-do list

4:   Manage you!

5:   Reward you!

6:   Space and Place

Drafting a To-Do List

What is wrong with this to-do list?

To-do List
1. Revise Earth Surface Science

Drafting a To-Do List

What is wrong with this to-do list?

- How many tasks is this really?

- How do I know how much time it will ?

- When do I take a break?

To-do List

1. Revise Earth Surface Science

Drafting a To-Do List

- **Unpack** your overall task into smaller tasks.
- Now you know you can't do all of this just before an exam.
- Add timings and breaks
- **The importance of using the 5-1**

To-do List: Revise Earth Surface Science (ESS)
1. Divide ESS topics into major (core) and minor. Focus on core topics first
2. Condense notes into question and answer format
3. Do practice test
4. Review incorrect answers in notes
5. Repeat 2-4 for minor topics
6. Map links between all topics.
7. Do practice test for whole topic

Optimizing your To-do List

To make your to-do list more effective, do three things:

- Prioritise
- Timebox
- Monitor progress

Optimizing your To-do List - Prioritise

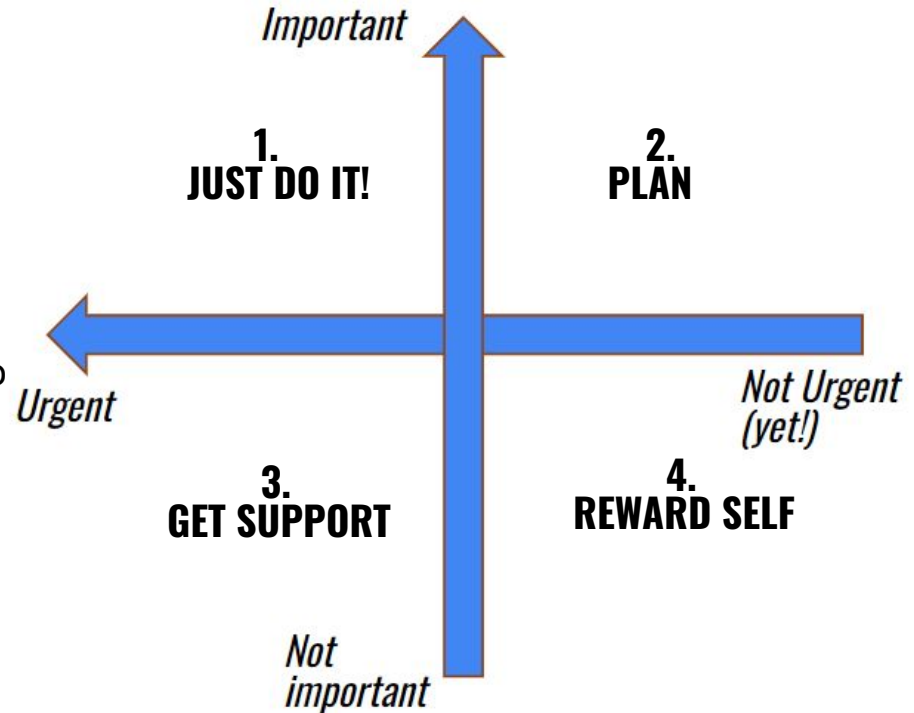Apart from study, write down everything you need to do.

Include:
- Leisure time
- Family time
- Errands
- Communications

Priority = Important x Urgent

Arrange all your to-do list tasks into an Eisenhower Priority Matrix.

- Box 1: You should do these things immediately!

- Box 2: You should plan how and when you will do it - and put it in your schedule.

- Box 3: These activities you can ask somebody to help you do e.g. friends, family and teachers.

- Box 4. Do these things in a break or to reward yourself after you've finished a task!

Important

1.
JUST DO IT!

2.
PLAN

Urgent

Not Urgent (yet!)

3.
GET SUPPORT

4.
REWARD SELF

Not important

Optimizing your to-do List: Timeboxing

MAKE THE SHIFT!

Switch from task to time-based thinking.

- Allocate a length of time to each task on your To-Do list
- Choose one task to do
- Launch the timer
- Do the task for the set time and then move on to next task.
- Reschedule any unfinished task
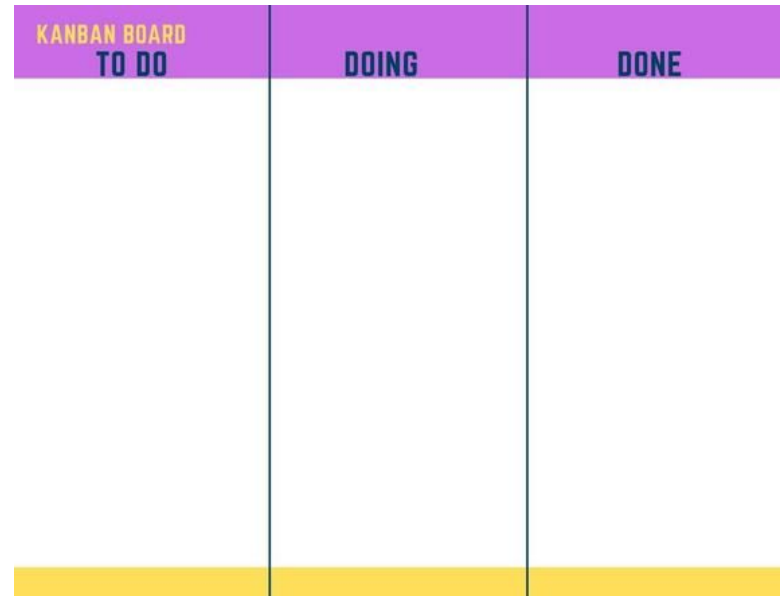
Optimizing your to-do List: Timeboxing

Advantages of time-based thinking

- Stops procrastination and perfectionism
- Helps you switch between and study a few topics together – better for making connections and learning
- Helps you focus on key points rather than details
- Helps you better estimate how long tasks take

Optimizing your To-do List: Monitor Progress

Add a **'Doing list** and a **Done list** to your To-do list!

- Monitor the progress of your tasks on a **Kanban Board**

- Kanban is a workflow management tool originally used in manufacturing and software development.

- The method is increasingly popular as a tool for professional development and personal improvement.

Optimizing your To-do List: Monitor Progress

Monitor the progress of your tasks on a Kanban Board

- You likely have a few items on your to-do list and you can't always do them one by one

- Switching between tasks and topic can be good:
  - More motivating (mix tasks you like more with tasks you like less).
  - More effective for revision as it helps connect topics.

**Its rewarding seeing your tasks moving across the board!**

KANBAN BOARD
TO DO · DOING · DONE
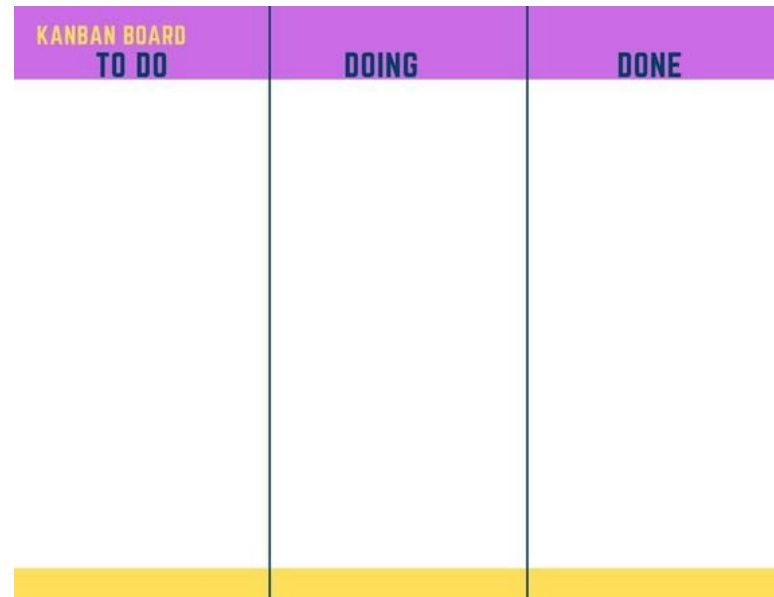
Self-management: Anti-distraction Apps!

Phone apps are distracting. But…

Self-management: Anti-distraction Apps!

- There are several apps that can help you to both organise your study.

- Because these apps are fun they can also motivate you to study.

- But best of all, these apps can also be used to stop distractions
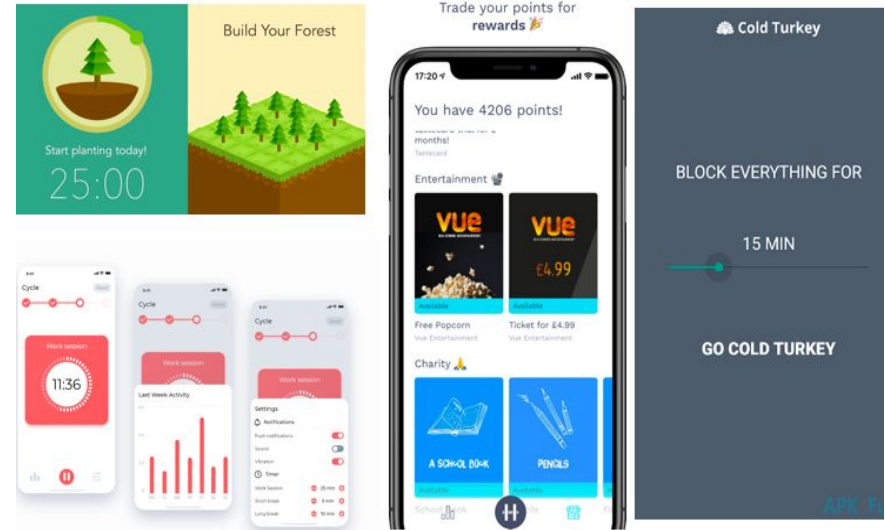
Four of the best study management apps

- [Forest](#) | Phone app blocker that gamifies your work schedule | [Video explainer](#)

- [Cold Turkey](#) | Desktop website blocker with built-in timers | [Video explainer](#)

- [Hold](#) | Incentives and rewards for not using your phone! | [Video explainer](#)

- And last but definitely not least, [Pomotodo](#) | Supports the Pomodoro time management technique | [Video explainer](#)