

TIME MANAGEMENT

Goals of Time Management

- Feel in control of your time.
- Integrate your academic life with your real life.
- Get all assignments done.
- Have time for guilt-free fun and relaxation.
- Become more efficient and avoid time wasting.

Weekly Schedule

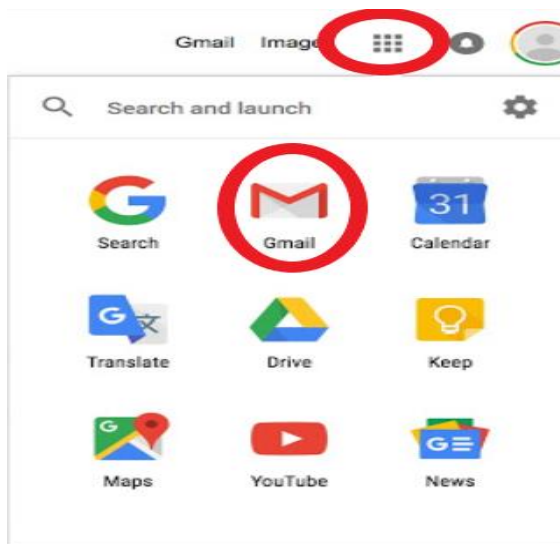
Firstly, you should consider large chunks of your time, which can be reviewed and broken down later. **This schedule maps your main tasks of the week. This shows how much of your time is taken up by only a small amount of the weekly tasks.**

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
21:00-07:00	Sleep	Sleep	Sleep	Sleep	Sleep		
07:00-08:00	Breakfast & Shower	Breakfast & Shower	Breakfast & Shower	Breakfast & Shower	Breakfast & Shower		
08:00-09:00	Travel to College	Travel to College	Travel to College	Travel to College	Travel to College		
09:00-17:00	College	College	College	College	College		
17:00-18:00	Travel Home	Travel Home	Travel Home	Travel Home	Swimming		
18:00-19:30	Family time & Dinner	Family time & Dinner	Family time & Dinner	Study & Snack			
19:30-20:30	Study	Study	Study	Training			
20:30-21:30	Study	Study	Study	Dinner & Free time			
21:30-22:00	Prepare Lunch & Walk Dog	Prepare Lunch & Walk Dog	Prepare Lunch & Walk Dog	Study & Walk Dog			
22:00-23:00	Free Time	Free Time	Free Time	Free Time			

It is not the same for all students but consider if anything stands out to you. For example, does your travel to college afford you time to study or can you free up time in the evening?

Introduction to Online Calendars

UCC students have access to a Google calendar via their Umail accounts. You can access your calendar via Google Apps, once you have signed into your student account.



You can use different online calendars for different activities and they can be synced together, such as Outlook or Google calendar. For example, the first Google calendar can be for work, the second as your main weekly schedule and the Outlook calendar for day to day uncommon or unforeseen tasks. It is possible to then sync them all. You might notice what your priorities are! **Note that your Umail account is also a Gmail account.**

TOP TIP

Ask yourself if your reader can find the source of your information easily?

You can create several calendars within the google calendar to differentiate by colour the type of activities you are doing e.g.:

- College
 - Lectures
 - Demonstrations
 - Recap time
 - Research time
 - Editing & Proofreading, etc.
- Work
- Family & friends
- Hobbies

You can download the app for your smartphones or tablets and sometimes even link it to the main calendar app on your phone.

Time Blocking

Time blocking is the **practice of planning out every moment of your day in advance and dedicating specific time “blocks” for certain tasks and responsibilities.** While a standard to-do list tells you what you need to do, **time blocking tells you when you’re going to do it.**

You can also include the weekends or get a monthly overview; add in as many different “calendar” (categories) as you need.

Review your Weekly Schedule

TOP TIP

It is important to review your weekly schedule to make the most efficient use of your time and break down the tasks as much as possible. It allows you to do the following:

- Helps you to find time wasters (e.g. social media, Netflix etc).
- Gives a more accurate picture, considering how long certain activities take (e.g. you need more than 5 minutes to shower).
- Illustrate overlooked activities.
- Make priorities clear

As shown below, **the left column per day has the planned activity and on the right column per day, you write what you actually did do.**

Time	Mon		Tues		Wed		Thurs		Fri	
	<i>Planned</i>	<i>Done</i>	<i>Planned</i>	<i>Done</i>	<i>Planned</i>	<i>Done</i>	<i>Planned</i>	<i>Done</i>	<i>Planned</i>	<i>Done</i>
07:00	Breakfast & Shower		Breakfast & Shower		Breakfast & Shower		Breakfast & Shower		Breakfast & Shower	
08:00	Travel to College		Travel to College		Travel to College		Travel to College		Travel to College	
09:00	Lecture A		Lecture A		Lecture A		Lecture A		Lecture A	
10:00										
11:00	Lecture B		Lecture B		Lecture B		Lecture B		Lecture B	
12:00										
13:00	Lunch		Lunch		Lunch		Lunch		Lunch	
14:00	Tutorial		Tutorial		Tutorial		Tutorial		Tutorial	
15:00										
16:00										
17:00	Travel Home		Travel Home		Travel Home		Travel Home		Travel Home	
18:00	Family & Dinner Time		Family & Dinner Time		Family & Dinner Time		Meet Friends		Family & Dinner Time	
19:00										
20:00	Study		Study		Study				Study	
21:00	Work out		Work out		Work out		Family Time			
22:00	Prepare Lunch		Prepare Lunch		Prepare Lunch		Prepare Lunch		Swimming	
23:00	Downtime		Downtime		Downtime		Downtime		Downtime	
23:30	Sleep		Sleep		Sleep		Sleep		Sleep	

Time Management Checklist

TOP TIP

You should apply the following questions to your new schedule. This will help you to review and be realistic about making changes in order to become as efficient as possible. Firstly, your calendar should be reviewed on a weekly basis and as time goes on it will need to be looked at less.

Requirements, Priorities and Responsibilities

- **What will take up most of your time?**
- **What is it that you have to do each semester?** E.g. assignments, attendance, exams, etc.
- How are you to **responsibly prepare for your chosen academic course?** E.g. reading lists, exam preparation, research.
- **What are your priorities in regard to your academic course?** Coast by or be the best you can be?

Honesty/Realism

You should **be honest to yourself and get a clear picture about what you need to do and what you want to do.** Observe your own response to your schedule and see how you feel about your schedule. Ask yourself:

- What is your capacity to **realistically achieve your schedule?**
- Is your schedule **over ambitious?** Could you do more but are somewhat lazy by under scheduling?
- Are you punishing/cheating yourself?
- **Have some "white space" in your schedule?**
- What kind of person are you? Introvert or Extrovert?
- How do you like to work, on your own or with others or a mixture of both?

Sustainability

- **Are you happy to take part in the schedule you have mapped out for yourself?**
- Are you setting yourself up for exhaustion and burn out or for a challenging, but **achievable schedule** that will enhance your life?
- Is your schedule ordered and tidy? **Is it a workable system?**
- Does it make sense to you in how it flows as a system?

Enjoyability

This doesn't mean that you enjoy every single activity on your calendar, but rather that you enjoy your overall time allocation!

- Will you actually enjoy your days and weeks during your course of study?
- Will you be enjoyably at ease or constantly stressed?

Well Roundedness

- **Do you see your academic work as an integral part of or separate to your 'real life'?**

Your schedule should include enough time for:

- o Sleep (8hrs)
- o Good nutrition (cooking meals)
- o Exercise/movement
- o Community (friends/clubs)
- o Rest
- o Joy/Fun/Me-time

Big Picture Thinking

- **Why are you doing what you are doing?** Short term? Long term?
- **What does your time and schedule create for you in practical terms?**
- Does the schedule need to be reviewed more regularly?
- What are your 1/3/5-year plans?
 - o **What can you do now to get a step closer to those goals?**

☑ Cull/Review

Flexibility is important in any schedule as things simply don't always go to plan. You should be open to trying out out-of-the-norm schedule decisions. For example, getting up at 5 am and going to bed at 9 pm.

- Do you need to cull or **review elements of your schedule because it takes from main priorities or are not sustainable?**
- What would make your time and schedule flow well? This can be reviewed regularly.

☑ Discipline vs Procrastination

🔍 TOP TIP

Discipline is not punitive. It is the structured freedom to excel. However, procrastination is symptomatic of a problem in the scheduling system, which needs to be reviewed. Try to build habits in order to get repetitive tasks done on autopilot.

- **Do you honestly practice discipline around your time?**
 - o If so, what are your **strengths**?
 - o If not, what are your **weaknesses** and how can they be dealt with in a sustainable way?

Useful Links

- <https://www.lifewire.com/free-online-calendars-1357935>
- <https://blog.hubspot.com/marketing/google-calendar-tips>
- <https://www.youtube.com/watch?v=1EjJ55BODn0>
- <https://www.youtube.com/watch?v=WcVUJh-zjwU>
- <https://www.calendarlabs.com/printable-calendar.php?template=tL1m>
- <https://bulletjournal.com/>
- <https://blog.rescuetime.com/time-blocking-101/>
- <https://www.youtube.com/watch?v=MFFzIxHy9k>

Other Relevant PDFs

- Study Strategies
- Note taking for Lectures
- Note taking for Academic Reading
- Procrastination & Motivation