Time Management

What are your time wasters?

It is easy to get distracted with social media, shopping, tv, video games, etc. Know what your time wasters are and set timers to control the amount of time you spend on them. There is evidence that shows you should not study in the same place that you typically engage in time wasters.

Ex: If a student loves to play video games in their bed, that student would study at their desk or a library.

App recommendations

Forest: A productivity app that uses to virtual trees to inspire users to better manage their time and to go phone-free.

Engross: Uses the pomodoro productivity method. It includes lists, timers, and calendars to improve time management.

Plan ahead and make lists

Write down assignments and commitments and put them in a calendar. It can be helpful to organize responsibilities by urgency and level of importance. If you are someone who feels like they have no idea where to start, that's okay! There are people who can help you! Consider reaching out to someone who can provide more specific feedback.

Set goals!

When you work on assignments, set SMART goals and a stick to them. If you find yourself easily distracted, experiment with changing your study environment or hold yourself accountable with study apps.

SMART
Specific   Measurable   Attainable   Relevant   Time Based

Ask for Help

Struggling with time management can be due to a number of factors and sometimes you may need additional support. There is no shame in asking for help.

Create a balance

It can be easy to get burnt out if there is not a balance. Make sure that eating, sleeping and exercise are also built into your schedule. Taking care of your mental, physical, spiritual, and emotional health are all important ways that you can help your mind and body handle stress.

THE POMODORO TECHNIQUE

① Decide on the Task That You Need to Do

② Set the Timer to 25 Minutes

③ Work on the Task Until the Timer Rings

④ Take a Short 5 Minute Break

⑤ After 4 Cycles Take a 15-30 Minute Break

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Many people benefit from having someone next to them who is working hard to help promote productivity. This is not always possible though. If that is the case, there are people online who make "study with me" videos where they work in silence (or with instrumental music) with you.

Youtube link → https://www.youtube.com/watch?v=RiI1NkaDXlQ