

What's Taking Up Your Time?

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Think/Pair/Share:

How did you manage your time in high school?

How do You Understand Responsibility
When No One is Telling You What to Do?

How Do We Fail to Manage Time?

Poor planning skills

- “If you fail to plan, you plan to fail”
-Benjamin Franklin

Not setting priorities

- The Eisenhower Matrix

Not having clear goals

PROCRASTINATION

Eisenhower Matrix

A tool to help you decide what's important

Important and urgent tasks should be done first.

Important but not urgent tasks should be scheduled for later.

Urgent but not important tasks can be delegated.

Unimportant and not urgent tasks can be deleted from your list.

What is Procrastination?

The action of delaying or postponing something.

Signs of Procrastination

- Anxiety
- Aversion to completing tasks
- Delays in task performance
- Increased stress
- Reduced well being
- Regret

Discover Why You're Procrastinating

- **Getting motivated is hard until things are urgent and a deadline is close**
- **Negative thoughts can get in the way**
- **Not knowing how to do the task can make it hard to get started**
- **The task looks tedious and boring**
- **The task seems large, complex and overwhelming**

Use that Reason to Find a Solution

- **If you're not motivated, break it into small steps**
- **Use positive social pressure**
 - **An accountability partner?**
- **Set your own deadlines**
- **Make boring tasks appealing**
 - **Have a reward waiting if you finish**
 - **Playing music**
- **Ask questions if you don't know how to do something**

Signs of Poor Time Management

- **Easily distracted**
- **Poor punctuality**
- **Missing deadlines**
- **Always rushing**
- **Burnout**

What problems can
poor time
management
cause?

- **Stress**
- **Always being late**
- **Low productivity**
- **Poor quality of work**
- **Having too much on your plate**
- **Poor work-life balance**

Behaviors of Good Time Management

- **Minimized distractions**
- **Routine**
- **4 D's (similar to Eisenhower Matrix)**
 - **Do**
 - **Defer**
 - **Delegate**
 - **Drop**

The 4 Ds of Time Management

Category	Action	Examples
Do	Work on tasks that only take a few minutes to complete. Quickly accomplishing a series of smaller tasks builds momentum for working on larger projects.	<ul style="list-style-type: none">• Answering an email• Returning a phone call• Printing a report
Defer (Delay)	Temporarily pause a task that doesn't need to be handled right away, and schedule when you have the availability.	<ul style="list-style-type: none">• New request from a colleague• New project idea
Delegate	Reassign an essential task to someone else.	<ul style="list-style-type: none">• Weigh tasks that benefit from your specific expertise vs. those tasks that deliver the same outcome regardless of who is doing it
Delete (Drop)	Remove unnecessary tasks from your schedule and move on.	<ul style="list-style-type: none">• Unproductive meetings• Unnecessary email

Creating a Schedule

- **Using a planner/agenda**
- **Time blocking**
- **Pomodoro Method**
 - **Pick a task**
 - **Set 25 min timer**
 - **Focus for 25 mins**
 - **5 min break**
 - **Repeat**
- **Consider your energy levels throughout the day**
 - **You may benefit from doing brain heavy activities early in the day**
 - **You may benefit from doing low focus tasks early in the day**

Tips to Better Manage Your Time

- **To Do lists**
- **Use a time management app**
- **25 minute timers (or more/less)**
- **Eisenhower Matrix**
- **Set goals**
- **Small steps**
- **Learn how to say no! Don't be too involved.**

**Building time management skills
takes time and effort. It's a process!**