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

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<tr>
<th>Category</th>
<th>Action</th>
<th>Examples</th>
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| **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. | • 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. | • New request from a colleague  
• New project idea                                                                 |
| **Delegate** | Reassign an essential task to someone else.                          | • 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.              | • 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!